

CITY OF PLAINFIELD
DEPARTMENT OF ECONOMIC DEVELOPMENT
515 WATCHUNG AVENUE
PLAINFIELD, NJ 07060
PHONE (908) 226-2578 - FAX (908) 226-2587



APPLICATION for DEVELOPMENT PERMIT (Fee \$20.00- checks, money orders or cash) (Pursuant to LUO 17:8-1 - 12/ 2/02 - MC 2010-35 adopted: 12/13/10)

PROPERTY ADDRESS _____

Date of Application _____ **Receipt No.** _____

Fee (Amount) Paid _____ **Fee received by** _____

ALL APPLICATIONS REQUIRE SUBMITTAL OF A CURRENT (LESS THAN 10 YEARS OLD) PROPERTY SURVEY. SUBMITTAL OF APPLICATIONS WITHOUT ALL OF THE INFORMATION REQUIRED BELOW WILL RESULT IN DELAY OF PERMIT ISSUANCE/RETURN OF APPLICATION

- Fence (show location, height and type of fence)
- Porch/Deck/Steps (show porch/deck location with dimensions)
- Sign (show proposed sign and sign plan))
- Pool (show location of pool/accessory structures)
- Shed (show location of shed)
- Change of Tenancy (show business/ tenant name/NJ Business Registration, insurance certificate, fire registration, and refuse/recycling hauler/contract)
- Other: _____

Name of Property Owner: _____

Signature of Property Owner: _____

Signature of new Tenant (change of Tenancy only) _____

Mailing Address: _____

Address of Property: _____

Email Address: _____

Block: _____ **Lot:** _____ **Land Use Zone** _____

Historic District: yes ___ no ___ if yes, what District: _____

Urban Enterprise Zone: yes ___ no ___

Flood Zone: ___ yes ___ no; if yes, provide flood map # _____

Business square footage: _____ **New Residential Units:** _____

Improvement Cost: _____ **New Jobs:** _____

Last Legal Use? _____ (submit CO or Certificate of Continued Occupancy)

Describe in detail the activity to be conducted at the site for which the permit is sought: _____

Applicant's signature

Applicant's phone#

Date



Please refer to Change of Tenancy Process (available in Building and Planning Division offices) if you have any questions.

A development permit is a required prior approval for issuance of a building permit under the regulations of the Uniform Construction Code. No structure or part thereof can be erected, raised, moved, extended, enlarged, altered or demolished, and no land can be altered, filled or used, and no lot or lots can be occupied, used, raised in grade six inches (6”), cleared, fenced, or altered or improved in any way in whole or in part for any purpose unless and until the Zoning Officer issues a development permit. A development permit is required for the use of any land, even if there is no structure. The need for the issuance of a building permit or Certificate of Occupancy (CO) requires the filing for a development permit. Surveys CANNOT be older than 10 years.

OFFICES WHERE APPLICANTS CAN OBTAIN REQUIRED INFORMATION

Name of Property Owner: Tax Assessor - Room 201- Second floor (753-3203)

Block: _____ Lot: _____: Tax Assessor - Room 201 - Second floor

Land Use Zone: Planning Division - Room 202 - Second floor

Historic District: Planning Division - Room 202 - Second floor

Flood Zone: Planning Division: Room 302 - Third floor (753-3386)

**Business Registration -Urban Enterprise: Economic Development Division:
Room 206 -Second floor (226-2513)**

Fire Registration: Bureau of Fire Prevention - (226-2566)

**Refuse/Recycling Hauling Contract - Plainfield Municipal Utility Authority -
(226-2518), property owner/ private hauler**

Land Use/Zoning Ordinance/Historic District, Urban Enterprise, Change of Tenancy Process guide can be found on the city web site - www.Plainfieldnj.gov

FOR OFFICE USE ONLY



REVIEWED BY ZONING OFFICER _____ DATE _____

APPROVED _____ DENIED _____

____ CONDITION LETTER ATTACHED

____ MAY CONTINUE WITH CONSTRUCTION PERMIT

____ REFERRED TO ZONING BOARD DATE _____

____ REFERRED TO PLANNING BOARD DATE _____

____ REFERRED TO HISTORIC PRESERVATION COMMISSION DATE _____