

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



**APPLICATION for DEVELOPMENT PERMIT (Fee \$ 50.00- Payable by Check or Money Order At Time of Submission)** Pursuant to LUO 17:8-1 - 12/ 2/02 - MC 2021 30 adopted 10/21/21:

**PROPERTY ADDRESS** \_\_\_\_\_  
**Date of Application** \_\_\_\_\_ **Receipt No.** \_\_\_\_\_  
**Fee (Amount) Paid** \_\_\_\_\_ **Fee received by** \_\_\_\_\_

**ALL APPLICATIONS REQUIRE SUBMITTAL OF A CURRENT PROPERTY SURVEY (LESS THAN 10 YEARS OLD). SUBMITTAL OF APPLICATIONS WITHOUT A SURVEY AND/OR ALL OF THE SUPPORTING DOCUMENTS, DETAILS AND/OR PLANS WILL RESULT IN DELAY OF PERMIT ISSUANCE/RETURN OF APPLICATION**

- Fence (Draw location of fence on survey and write the height and type of fence at each location)**
- Porch/Deck/Steps** \_\_\_\_ **New**      \_\_\_\_ **Direct Replacement/Repair**  
(Draw porch/deck location with dimensions and setbacks on survey for new porches and decks)
- Sign (Sign detail sheet from Sign manufacturer is required. Refer to MC-2018-24 Sign Ordinance and Design Guidelines for conforming signs)**
- Pool (Draw location of pool with dimensions, setbacks and provide details of pool security barrier)**
- Shed/Garage (show location, dimensions, setbacks and height of shed on survey)**
- Change of Tenancy (Provide a copy of your State of NJ Business Registration Certificate, Insurance Certificate, Fire Dept. Business Registration Form, and Refuse/recycling hauler/contract)**
- Other/ Zoning Verification/Legal Use Letter ):**

\_\_\_\_\_  
\_\_\_\_\_

**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: \_\_\_\_\_

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

Applicant's signature \_\_\_\_\_ Applicant's phone# \_\_\_\_\_ Date \_\_\_\_\_

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Please refer to Change of Tenancy Process (available in the Division of Planning) 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 must be no 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 & Zoning Division - Room 202 - Second floor

Historic District: Planning Division - Room 202 - Second floor

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

Business Registration -Urban Enterprise: Economic Development Division:  
Room 202 -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](http://www.Plainfieldnj.gov)

**FOR OFFICE USE ONLY**

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APPROVED  DENIED  DATE \_\_\_\_\_

\_\_\_\_\_  
ZONING OFFICER

\_\_\_\_ MAY CONTINUE WITH CONSTRUCTION PERMIT  
\_\_\_\_ REFERRED TO ZONING BOARD DATE \_\_\_\_\_  
\_\_\_\_ REFERRED TO PLANNING BOARD DATE \_\_\_\_\_  
\_\_\_\_ REFERRED TO HISTORIC PRESERVATION COMMISSION DATE \_\_\_\_\_