



Township of Woodbridge

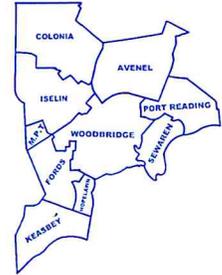
John E. McCormac, Mayor

Department of Planning and Development

Marta Lefsky, Director

One Main Street • Woodbridge, New Jersey 07095

Tel: (732) 602-6004 • Fax: (732) 602-6038



Woodbridge - Ten Towns, One Community

Dear Property Owner:

Our records show that your address is assessed by the town as a “multiple dwelling.”

However, the Municipal Land Use Law (MLUL) for the State of New Jersey may not recognize your property as a “Legal” multiple dwelling.

Why not take a moment now to contact us at (732) 634-4500, extension 6009 to speak with Yesenia or 2815 to speak with Debbie to check the “legal” status of your dwelling. If you do so, this will ensure there is never a problem in the future when you choose to sell your property.

Attached for your convenience, is a list of steps to take when or if after contacting the Township, you need to take action to “legalize” the dwelling in accordance with the State Law.

Thank you.



Township of Woodbridge

John E. McCormac, Mayor

Department of Planning and Development

Marta Lefsky, Director

One Main Street • Woodbridge, New Jersey 07095

Tel: (732) 602-6004 • Fax: (732) 602-6038



Woodbridge - Ten Towns, One Community

Dear Applicant:

Below is a list of steps necessary to legalize a multiple dwelling:

- 1) Make an appointment with Acting Zoning Official, Anthony Tortorello extension 2815;
- 2) Upon receipt of a "Denial of Zoning Permit" from the Zoning Official, please submit the following to Nadine Johnson, Administrative Secretary, Department of Planning and Development, extension 6431:
 - A copy of the denial;
 - A letter indicating that you wish "To Appeal the Decision of the Zoning Officer"- Please include your telephone # on the letter;
 - A copy of the Property Survey;
 - A copy of the floor plan by an architect or hand drawn by the applicant;
 - Two checks each made out to the Township of Woodbridge:
 - One check for \$110.00 (**\$100 fee; \$10.00 property owners list**)
 - One check for \$250.00 (**escrow**)
- 3) W-9 Form request, filled out by homeowner (original only)
- 4) After you submit these documents, a letter will be mailed to you letting you know that your application is complete and has been sent to the Board;
- 5) You will then be sent a letter with your scheduled hearing date from the Board of Adjustment.

