



# Township of Woodbridge

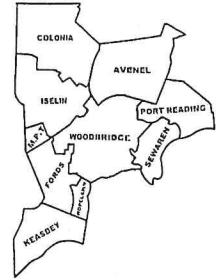
John E. McCormac, Mayor

Department of Planning and Development

Marta Darden, Director

One Main Street • Woodbridge, New Jersey 07095

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



Woodbridge - Ten Towns, One Community

## COMMERCIAL

Dear Applicant:

Below is a list of steps necessary to appeal of zoning officer's decision:

- 1) Make an appointment with Zoning Official, Kim Mihalics extension 6447;
- 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;
  - Email address;
  - 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 applicant (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.

