



You couldn't pick a better place.

Instructions

PROCESS

1. Complete the Zoning Verification Request Form, including a phone number and e-mail address for the applicant and preferred method of verification letter delivery. All applications must be complete, including an address of the property in question, block, lot, zone, and existing use, as well as the specifics of the request being made.
2. A **Zoning Verification Letter** is a document provided by the Township to verify the current zoning of a particular piece of property, and the types of uses that are permitted in that zoning district.
3. A **Basic Zoning Verification Letter** will contain the following information:
 - The zoning district that applies to the property;
 - The current use of the property;
 - The permitted uses and bulk standards for the zoning district that applies to the property;
 - The intent of the zoning district that applies to the property; and
 - A list of any outstanding zoning or property maintenance violations affecting the property.
4. A **Complex Zoning Verification Letter** will include the Basic Letter information, as well as the following:
 - A summarization of the Township's historical zoning records for the property (where available).
 - Responses to Special Questions, which require research.
5. Please hand deliver or mail all **Zoning Verification Letter** requests to:
Cherry Hill Township
820 Mercer Street
c/o Community Development, Room 202
Cherry Hill, NJ 08002
6. Please allow 10 business days for review and processing of a COMPLETE Zoning Verification Request Form. Please allow for the full ten days before inquiring on the status of the application, as this may delay the process. Department staff will notify the listed applicant when the Zoning Verification Request Form is ready.

FEES

Payment is due at the time the **Zoning Verification Request Form** is received. Checks or money orders, made payable to the 'Township of Cherry Hill', are preferred; however, cash is also accepted. Per §901 of the Zoning Ordinance, the following fees apply:

Zoning Verification Request (Basic): \$50.00 per parcel
Zoning Verification Request (Complex): \$100.00 per parcel

ADDITIONAL INFORMATION

Any request for information regarding building code violations, building permits, certificates of occupancy, and property maintenance violations must be submitted in the form of an Open Public Records Act "OPRA" request through the Cherry Hill Township Office of the Municipal Clerk.

Additional information on other permits:

- Building Permits or a Certificate of Occupancy information is available through the Department of Code Enforcement/Construction. Please contact (856) 488-7855.
- Property Maintenance Violations information is available through the Department of Engineering. Please contact (856) 834-3364.

