

HOUSING/ZONING OFFICE OPERATIONS

DURING COVID-19 EMERGENCY

Pilesgrove Township has closed all Municipal Offices to the public effective March 17, 2020 through March 31, 2020. This move is in response to Governor Murphy's strong recommendations to all municipal entities in the State regarding the rapidly evolving Covid-19 Corona virus. The situation will be evaluated on a day to day basis to have offices re-open to the public as soon as safe and possible.

The Housing and Zoning offices will be staffed by employees according to regular office hours. Regular hours for the housing/zoning offices are Monday 8:30 am – 4:00 pm and Wednesday 8:30 – 5:00 pm. Office staff will answer the telephone and emails, but no interaction with the public will be conducted.

All housing certificate of occupancy applications and zoning applications should be left in the lock box at the rear of the building with the correct fee. If in doubt, please call the office for the proper fee for the application. **PLEASE INCLUDE CONTACT INFORMATION** for anything left in the lock box. The lock box will be checked periodically during the day by office staff.

INSPECTIONS: Inspections for certificates of occupancy require 48 hour notice. Inspections will be performed with no personal interaction. The Housing Official will meet the applicant or applicant's representative at the location and perform the inspection while the applicant and/or representative waits outside the structure. The Housing Official will leave a report of the inspection results with the applicant and/or representative prior to leaving the location. Issued certificates of occupancy will be mailed to the applicant.

Generally, there will be no change in the processing of zoning applications. If the Zoning Officer has questions regarding the application, the applicant will be contacted via telephone or email. Issued zoning permits will be mailed to the applicant.

This is an unprecedented time for everyone. The situation at the local, state, national and global level seems to be changing daily. Pilesgrove Township is committed to maintaining our operations to ensure continued service to the public with as little interruption as possible, while instituting safeguards for the good of our employees and the community. We appreciate your patience.