



# WEST WINDSOR TOWNSHIP

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## WEST WINDSOR PUBLIC BUILDING CLOSURES EFFECTIVE 3/17/2020

- **Municipal Building**
- **Health and Recreation Building**
- **Senior Center**
- **Municipal Court**
- **Public Works**
- **Fire and Emergency Services Office**

**Buildings will be staffed and contact made via telephone or e-mail**

Please see below instructions from various Township Departments on procedures while the building is closed to the public.



# WEST WINDSOR TOWNSHIP

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DEPARTMENT OF ADMINISTRATION  
OFFICE OF THE BUSINESS ADMINISTRATOR  
DIVISION OF FINANCE

March 17, 2020

## Tax Collection and Tax Assessment Departments

The Township staff will be exercising social distance by limiting public interaction. Tax and Sewer payments can be placed in the lock box at the building entrance or mailed to the Tax office. The use of online payments is strongly encouraged. Please refer to the payment section of the Township webpage <http://www.westwindsornj.org/>

Additional questions regarding Tax or Sewer Collection can be emailed to [taxrequest@westwindsortwp.com](mailto:taxrequest@westwindsortwp.com).

Questions regarding Tax Assessments and Assessment Appeals can be emailed to [liones@westwindsortwp.com](mailto:liones@westwindsortwp.com). Copies of Tax appeal forms for the Tax Assessor and Township Clerk can be placed in the bins marked for these departments in the building lobby.

Thank you for your cooperation during this time.

# **TOWNSHIP OF WEST WINDSOR**

*Community Development Department*

*Division of Engineering*

FROM: Francis Guzik, PE, CME  
Director of Community Development/ Township Engineer

SUBJECT: Procedures for applying for permits from Engineering Division  
(Monday – Friday; 9am to 5pm)

DATE: March 16, 2020

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1. All forms for Street Opening Permit and Tree Removal Permit and can be found on the West Windsor Township website at line at <http://westwindsornj.org/forms.html> (link also found in the green block of text on left side of the screen).
2. For a Soil Removal/Fill Permit – please contact the Engineering Division via phone or email with the project specifics to receive this form.
3. **All plans and permit applications** (excluding fee) should be submitted to the Township in a sealed envelope with the applicant's name, address and block and lot written on the outside of the envelope, and clearly labelled "Engineering". The plans and permit applications should be placed in a box marked "Planning/Zoning and Engineering" which will be located just inside the main entrance of the municipal building from the main parking lot.
4. **The application fee and any applicable permit fee** should be placed in a separate envelope with the applicant's name, address and block and lot number on the outside of the envelope, and clearly labelled "Engineering". This envelope should be placed in the exterior "Tax Drop Box" located on the right-hand side of the main entrance, on the outside of the building.
5. Permits ready for pick up will be located in a box labelled "Planning/Zoning and Engineering Pick Up". Staff will contact you via telephone or email that your permit is available for pick up. If you wish the permit mailed to you, please add a note indicating that along with to whom and what address along with your application.
6. The West Windsor Township Code Book is also accessible from the Township website main page on the left side, link titled "Code Book".
7. Call 609-799-9396 to schedule an inspection, if one is required. For the safety of the employees, questions will be asked at the scheduling of inspections regarding COVID-19. Visiting inspectors will again ask similar questions when arriving for inspections.

**TOWNSHIP OF WEST WINDSOR**  
*Community Development Department*  
*Division of Land Use*

FROM: Samuel J. Surtees  
Manager, Division of Land Use

SUBJECT: Procedures for applying for a zoning permit & submitting development applications to the Land Use Division (Monday – Friday; 9am to 5pm)

DATE: March 16, 2020

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1. **All plans and permit applications** (excluding fee) should be submitted to the Township in a sealed envelope with the applicant's name, address and block and lot written on the outside of the envelope. The plans and permit applications should be placed in a box marked "Planning/Zoning and Engineering" which will be located just inside the main entrance door from the parking lot.
2. **The application fee / zoning permit fee** should be placed in a separate envelope with the applicant's name, address and block and lot number on the outside of the envelope, and clearly labelled "Planning/Zoning". This envelope should be placed in the existing exterior "Tax Drop Box" located on the right-hand side of the main entrance, on the outside of the building.
3. Permits ready for pick up will be located in a box labelled "Planning/Zoning and Engineering Pick Up". Staff will contact you via telephone or email that your permit is available for pick up. If you wish the permit mailed to you, please add a note indicating that along with to whom and what address along with your application.
4. Permit and development applications can be found on the West Windsor Township website at line at <http://westwindsornj.org/forms.html> (link also found in the green block of text on left side of the screen)
5. The West Windsor Township Code Book is also accessible from the Township website main page on the left side, link titled "Code Book".

# **TOWNSHIP OF WEST WINDSOR**

*Community Development Department*

*Division of Code Enforcement*

FROM: Domenick Cardarelli  
Construction Official

SUBJECT: Procedures for applying, paying, picking up permits and scheduling inspections from  
Code Enforcement Division (Monday – Friday; 9am to 5pm)

DATE: March 16, 2020

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## **APPLYING FOR A PERMIT**

1. Construction Permit Application (CPA), Building, Electric, Plumbing, Fire, and Mechanical technical subcode forms can be downloaded from NJ DCA website at:

<https://www.state.nj.us/dca/divisions/codes/resources/constructionpermitforms.html>

- Construction Permit Application F100
  - Building Technical Subcode Form F110
  - Electric Technical Subcode Form F120
  - Plumbing Technical Subcode Form F130
  - Fire Technical Subcode Form F140
  - Mechanical Technical Subcode Form F145
2. Fill out and sign all forms completely. Provide two (2) sets of plans and all pertinent information pertaining to the project.
  3. Put application, plans (if small enough to fit into folder) and all pertinent information into a sealed manila folder. Include your name, address, block & lot, phone number and email address on the folder.
  4. Bring application and plans to the municipal building. Walk into building main vestibule – to the right of vending machines. Doors will be open M-F, from 9-5 weekdays. There will be a table with box marked “Code Enforcement Drop Off”. Place application folder into this Code Enforcement drop off box. Place plans in large drop off box marked “Code Enforcement Plans” below table if larger than manila folder. Make sure all plans have name, address, block & lot, phone number and email address on them.

### **PAYING FOR A PERMIT**

1. Make payments by check made payable to "West Windsor Township" for exact amount that was relayed to you, in an envelope labelled with your name, address, block & lot, phone number and control number.
2. Bring payment to the Township building at #271 Clarksville Road and drop payment into the Drop Box outside the main entrance, to the right of the municipal building doors. (Box currently labelled "Taxes, Sewer, Recreation checks only").
3. You may also mail payment to:  
  
West Windsor Township  
Division of Code Enforcement  
PO Box 38  
271 Clarksville Rd.  
West Windsor, NJ 08550
4. After payment is received you will be notified when permit will be ready for pick-up. If you prefer, the permit may be mailed to you, please include mailing instructions in the payment envelope.

### **PICKING UP A PERMIT**

1. Come to the Township building at #271 Clarksville Road, walk into building main vestibule – to the right of vending machines. Doors will be open M-F, from 9-5 weekdays. There will be a table with box marked "Code Enforcement Pick-Up". Your Permit will be in the box inside a manila folder with your name, address, block & lot, and permit number on the folder. Approved plans will be inside the folder if small enough to fit, otherwise approved plans will be alongside table with your name, address, block & lot, and permit number on the plans.

### **SCHEDULE AN INSPECTION**

1. Call 609-799-8490 to schedule an inspection. Questions will be asked prior to scheduling an inspection regarding covid-19. Inspectors will ask similar questions prior to entering premises.
2. Call 609-799-8490 if you have any questions pertaining to covid-19 procedures. These procedures will remain in effect until further notice.