



Center for Government Services
Rutgers, The State University of New Jersey
3 Rutgers Plaza, 3rd Floor
New Brunswick, NJ 08901-2020

<http://cgs.rutgers.edu>
Fax: 732-932-3586

**Application for
Planning Board/Zoning Board of Adjustment Secretary Certificate**

Name (as it is to appear on a certificate – PLEASE PRINT)

Home Address _____

Home Phone _____ Mobile Phone _____

Employer _____

Business Address _____

Work Phone _____ E-mail _____

Official Title _____

I certify that I am United States Citizen (initial) _____ Year of High School Graduation _____

COURSE REQUIREMENTS

Copies of certificates of completion for each of the courses listed below OR a transcript from the Center for Government Services must accompany this application. Do not attach original documents.

| | Course No. | Completion Date |
|--|------------|-----------------|
| Introduction to Planning & Zoning Administration | _____ | _____ |
| Financial/Records Management for Planning & Zoning Offices | _____ | _____ |
| Understanding Plans: Site Plan & Subdivision Review | _____ | _____ |

I attest that the above statements are true:

Signature _____ Date _____

Send this form, supporting materials, and a non-refundable application fee of \$25
(payable to Rutgers University) to:

**Planning & Zoning Program
Rutgers Center for Government Services
3 Rutgers Plaza, 3rd Floor
New Brunswick, NJ 08901**