

**Application for
Planning/Zoning Board Secretary Certificate
and
Zoning Official 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) ____

☐ **I am applying for a Planning/Zoning Board Secretary certificate.**

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

OR for students completing courses Fall 2025 and later:

	Course No.	Completion Date
Foundations of Planning & Zoning Administration	_____	_____
Understanding Plans: Site Plan & Subdivision Review	_____	_____

☐ **I am applying for a Zoning Official certificate.**

	Course No.	Completion Date
Introduction to Zoning Administration & Enforcement	_____	_____
Understanding Plans: Site Plan & Subdivision Review	_____	_____
Zoning Administration & Enforcement II	_____	_____

I attest that the above statements are true:

Signature _____ Date _____

Send this form and a non-refundable application fee of \$25 to:

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

Make checks/purchase orders payable to Rutgers University.
Cash payments are not accepted.

Please allow up to 45 days for processing.