



TOWNSHIP OF HOWELL

DEPARTMENT OF COMMUNITY DEVELOPMENT & LAND USE

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Howell Township is excited to announce that you can now apply for Letters of No Interest online. We are working on getting more applications available for submittal, so stay tuned.

The following is an instruction manual on how to use the online system.

1. Go to: spatialdatalogic.com
2. On the upper right portion of screen click on “Portal Login”
3. Click on Create an Account and follow the instructions.
4. To submit applications, the account must be verified before using the online features. Please check your email for further instructions to verify account once it is created.

For Letter of No Interest:

- a. Once logged on, under “Online Requests” select the “Building Permit” application type
- b. Select “Letter of No Interest”
- c. Under “Add The Permit Location” search for the property you are requesting information on. Searches can be done by address or block and lot. If your search does not come up with the property, you can navigate the map to the property and click on it to select.
- d. Once you find the property, click on the address and many of the next fields will automatically fill in.
- e. **Please make sure to fill in any missing information including email address and phone number.**
- f. In the next section of “Responsible Agent Details” please feel out information if someone other than the owner (i.e. realtor or attorney) is submitting the request.
- g. In the next section of “Add the Relevant Permit Information” please put “Letter of No Interest – Address” for Description of Work. All other fields can be disregarded as this is not a typical permit request.
- h. Under “Building Permit Documents” click on the “please complete this form”. Fill out all fields within the document **and “Save As” onto your computer/device.** Please then upload the completed form.
- i. Review information and submit request.

Once your information is submitted, you will receive a series of updates:

1. You will receive a confirmation email that the application was successfully “**submitted**”.
2. Once we confirm that all information has been received we will “**accept**” the application
3. A separate email with a link and instructions to complete payment will be sent almost immediately (if submitted during normal business hours). Payment can be made at any time online using the link in the email. Payment must be completed before we provide you the results of the request.
4. Once we complete our research we will email you the official results.

To check on the status of requests click on the “Requests” at the top of the page and then “My Requests” at the bottom. You can also contact us at 732-938-4500 ext. 2330 for a status update.