

CITY OF ORANGE TOWNSHIP
DEPARTMENT OF PLANNING AND DEVELOPMENT
DIVISION OF LICENSING, ROOM 305
29 NORTH DAY STREET
ORANGE, NJ 07050

**SIGN OFF SHEET FOR NEW BUSINESSES
ZONING REQUIREMENTS**

1. Obtain and complete Zoning application.
2. Copy of Tax Identification form.
3. Copy of Business Registration Certificate.
4. Architecture drawing of floor plans, survey or schematic proposal must be attached.
5. Copy of Lease Agreement (if you are a tenant).
6. Copy of formation document if you are a LLC.
7. Business area must be a minimum 1,500 Sq. Ft.
8. Zoning Fee: see form.

**CERTIFICATE OF CONTINUED OCCUPANCY REQUIREMENTS
(COMMERCIAL USE)**

1. Copy of Zoning Certificate approval.
2. Application for certificate of occupancy is located in Room 305 on wall.
3. Application must be completed as follows:
 - Block/Lot – see Tax Assessor’s office.
 - Work site location – where business is to be conducted.
 - Owner in Fee – Owner of the **Building** not the Business
 - Address of owner, not the address of the building.
 - Where the form references Contractor, this is where Tenant information to be filled out: business name, home address and business phone number
 - Federal Employee No. please reference the Tax I.D. #. If the tenant is an LLC, you must provide copies of the formation papers for your business.
4. Description of Work/Use – type of Business to be conducted at location per Zoning Certificate.
5. Applicant must provide square footage of business.
6. Application must be signed.
7. Certificate of Occupancy Fee: **\$200.00** company check or money order **only**, made payable to the City of Orange Township.

LICENSING REQUIREMENTS (IF APPLICABLE)

1. Copy of Zoning Certificate approval.
2. Copy of Certificate of Occupancy.
3. Licensing form.
4. Licensing Fee: see form.

SIGN OFF SHEET FOR NEW BUSINESSES

ZONING REQUIREMENTS	Office Use Only
Completed Zoning Certificate Request application	
Copy of Tax Identification form	
Copy of Business Registration Certificate	
Survey, schematic proposal or architectural drawings of floor plans must be attached	
Copy of Lease Agreement (if you are a tenant)	
Copy of formation document if you are a LLC	
Business area must be a minimum 1,500 Sq. Ft.	
Zoning Fee: (see form) payable to the City of Orange Township	
CERTIFICATE OF CONTINUED OCCPANCY (COMMERICAL USE)	
Copy of approved Zoning Certificate	
Obtain Certificate of Occupancy application in Room 305 on wall	
Application must be completed as follows: Block/Lot – see Tax Assessor’s office Work site location – where business is to be conducted Owner in Fee – Owner of the Building not the Business Address of owner, not the address of the building Where the form references Contractor, this is where Tenant information must be completed business name, home address and business phone number Federal Employee No. please reference Tax I.D. #. If the tenant is an LLC, you must provide copies of the formation papers for your business	
Description of Work/Use – type of Business to be conducted at location per Zoning Certificate	
Applicant must provide square footage of business	
Application must be signed	
Certificate of Occupancy Fee: \$200.00 company check/money order only , payable to the City of Orange Township	
LICENSING REQUIREMENTS (IF APPLICABLE)	
BUSINESS LICENSE: circle all that apply: Automatic Amusement, Gas Station, Repair Garage, Dance Hall, Junk Yard, Laundromat, Paper Yard, Pool Room, Taxi Owner and Used Car Lot	
Copy of approved Zoning Certificate	
Copy of approved Certificate of Occupancy	
Licensing form along with Fee: (see form) check/money order payable to the City of Orange Township	

**ZONING CERTIFICATE REQUEST
(SURVEY OR SCHEMATIC OF PROPOSAL MUST BE ATTACHED)**

Date: _____

Fill out and return this form, with a check or money order payable to **City of Orange Township**
Curtiss H. Webb, Zoning Official

NAME _____

ADDRESS _____

TELEPHONE _____

1. Address of property for Zoning Certificate request: _____
2. Zoning District _____ Block _____ Lot _____
3. Current (existing) use(s) _____
4. Proposed use for site (i.e. number of dwelling units): _____
5. Applicant shall be responsible for obtaining all Zoning, Building and Board Approvals, prior to entering into any lease agreement.
6. Application to any Board (Planning or Zoning) does NOT automatically constitute an approval.
7. Zoning Official is allowed ten (10) days to respond to any application request.
8. Zoning Permits are good for one (1) year from date of approval.

Zoning Certificate Fees

There shall be hereby fixed and established fees chargeable by the Zoning Official of the Department of Planning and Development in the City of Orange Township, for investigation, Inspections and enforcement of Zoning regulations (Chapter 210, Section II) as stated below:

	<u>FEES</u>
Zoning Information Request (per site).....	\$25.00
Zoning Certificate for all uses except residential	75.00
Zoning Certificate for new residential (1-3)	50.00
Zoning Certificate for new residential (4+ units)	75.00
Zoning Certificate for all free-standing pole signs (\$1 per sq. ft.) minimum	30.00
Zoning Certificate for fences	30.00
Zoning Certificate for sidewalks	30.00
Zoning Certificate for sheds and pools	20.00
Zoning Certificate for all existing residential (expansions over 500 sq. ft.)	50.00