



# THE CITY OF ORANGE TOWNSHIP

DEPARTMENT OF PLANNING AND DEVELOPMENT

OFFICE OF THE ZONING OFFICIAL

29 NORTH DAY STREET...ORANGE, N.J. 07050 ...OFFICE (973) 266-4090...FAX: (973) 677-7847

## 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  
Richard M. Wolff, Zoning Official

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE (\_\_\_\_\_) \_\_\_\_\_  
AREA CODE

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 in any lease agreement.
6. Applicant 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.
8. 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:

	<b>FEES</b>
Zoning Information Request (per site).....	\$25.00
Zoning Certificate for all uses except residential.....	\$75.00
Zoning Certificate for new residential (1-3 units).....	\$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 Certificates for sheds and pools .....	\$20.00
Zoning Certificate for all existing residential (expansions over 500 sq. ft.) .....	\$50.00

<b>ZONING REQUIREMENTS</b>	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 Square Feet (S.F.)	
Zoning Fee: All Zoning Fees are included on the Zoning Certificate Request Application. Make all payments payable to the City of Orange Township	
<b>CERTIFICATE OF CONTINUED OCCUPANCY (CCO; COMMERCIAL USE)</b>	
Copy of Approved Zoning Certificate	
Obtain Certificate of Occupancy Application in the Planning and Zoning Office	
<p>Application must be completed as follows:</p> <ul style="list-style-type: none"> <li>• Block/Lot – see Tax Assessor’s Office</li> <li>• Work Site Location – Where business is to be conducted</li> <li>• Owner in Fee – Owner of the Building not the Business</li> <li>• Address of Owner- Do not provide the address of the building only the owner’s address</li> <li>• Where the form references Contractor- this is where Tenant information must be completed business name, home address and business phone number</li> <li>• Federal Employee Number- Please reference Tax I.D. #. If the tenant is an LLC, you must provide copies of the formation papers for your business</li> </ul>	
Description of Work/Use – Type of Business to be conducted at location per Zoning Certificate	
Applicant must provide square footage (S.F.) of business	
Application must be signed	
Certificate of Occupancy Fee: <b>\$200.00</b> company check or money order <b>only</b> , payable to the City of Orange Township	
<b>LICENSING REQUIREMENTS (IF APPLICABLE)</b>	
<p>Business License: Circle all that apply:</p> <p>Automatic Amusement, Gas Station, Repair Garage, Dance Hall, Junk Yard, Laundromat, Paper Yard, Pool Room, Taxi Owner and Used Car Lot</p>	
Copy of Approved Zoning Certificate	
Copy of Approved Certificate of Occupancy	
Licensing form along with Fee: (See Form for Fee Amounts) Make all payments payable to the City of Orange Township	