

GUIDE & CHECKLIST FOR CERTIFICATE OF OCCUPANCY
MINOR SITE PLAN APPROVAL

Applicant must appear before Planning Board for C/O approval. The Planning Board meets the second and fourth Thursday of each month. Planning Board meetings begin at 7:30 p.m. and are held at the Municipal Building, 537 Totowa Road in the Court room/2nd floor. All paperwork MUST be in Ten (10) days prior to the meeting. **If the business is incorporated, you must be represented by an attorney.**

The Planning Board Application file fee is determined in accordance to the zoning of the property. The Minor Site Plan fees are as follows: **CHECKS ARE PAYABLE TO: BOROUGH OF TOTOWA**

Planning Board Application File Fee - \$250.00

Planning Board Escrow Fee - \$250.00

Certificate of Use will be issued when all inspections are completed by Building, Zoning and Fire Marshall

Minor Site Plan/Certificate of Use - A Planning Board application will not be considered complete and will not be placed on the Agenda until the following is submitted:

___ Application and Escrow fees are paid

___ Letter of Intent (6 copies) – must include hours of operation, the number of employees, the number of parking spaces allocated to the proposed use, a detailed narrative description of the proposed operation, the name under which the business will be known to the public, the names and addresses of the owners of the business i.e. emergency contact information, and the amount of space to be occupied.

___ Copies of State, County or other required agencies Issued Licenses.

___ Current and Proposed Floor Plan (6 copies) with dimensions, entrances & exits, restrooms (6 copies). In the case of multi-tenant buildings, we require a site/sketch plan from the owner showing all other tenants and the space that each tenant occupies.

___ Photograph of the front elevation of the building

___ Sketch of the sign with sample colors, how many signs are being proposed and in the case of multi-tenant buildings the existence, location and size of other signs on the premises. Placement of sign must also be included

___ Permission Letter or a copy of a signed lease from Landlord

___ Statement from Tax Office

___ Parking Plan showing location and parking count for all tenants.

AFTER ALL PAPERWORK IS HANDED IN ALONG WITH THE FEES YOU WILL THEN BE GIVEN A MEETING DATE AND BE ADDED TO THE AGENDA.

IF YOU ARE A CORPORATION OR LLC YOU MUST BE REPRESENTED BY AN ATTORNEY.

BOROUGH OF TOTOWA

PLANNING BOARD

Municipal Complex
Totowa Road at Cherba Place
Totowa, New Jersey 07512

Phone: (973) 956-1000 ext. 1018
Fax No: (973) 956-8159

MINOR SITE PLAN AND CERTIFICATE OF USE DEVELOPMENT APPLICATION

DATE PREPARED: _____ ZONE: _____

BLOCK(S): _____ LOT(S): _____

SITE ADDRESS: _____

NAME OF APPLICANT(S): _____

APPLICANT(S) ADDRESS: _____

PHONE NO.: _____ EMAIL: _____

(Property)
NAME OF OWNER(S): _____

OWNER ADDRESS: _____

PHONE NO.: _____ EMAIL: _____

NAME OF PROFESSIONAL PREPARING PLAN: _____ LICENSE #: _____

NAME OF FIRM: _____

FIRM ADDRESS: _____

PHONE NO.: _____ EMAIL: _____

NAME OF ATTORNEY REPRESENTING APPLICANT(S): _____

NAME OF FIRM: _____

FIRM ADDRESS: _____

PHONE NO.: _____

EMAIL: _____

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1. NATURE OF APPLICATION AND DETAILED NARRATIVE DESCRIPTION OF THE PROPOSED OPERATION _____

(Attach Additional Sheets as Necessary)

2. THE NAME UNDER WHICH THE BUSINESS WILL BE KNOWN TO THE PUBLIC _____

3. NUMBER OF EMPLOYEES _____

4. COPIES OF STATE, COUNTY OR OTHER REQUIRED AGENCIES ISSUED LICENSES _____

5. DAYS AND HOURS OF OPERATION _____

6. AMOUNT OF SPACE TO BE OCCUPIED _____

7. NUMBER OF ON-SITE PARKING SPACES _____

8. CURRENT AND PROPOSED FLOOR PLAN (6 COPIES) WITH DIMENSIONS, ENTRANCES & EXITS, RESTROOMS (6 COPIES). IN THE CASE OF MULTI-TENANT BUILDING, WE REQUIRE A SITE/ SKETCH PLAN FROM THE OWNER SHOWING ALL OTHER TENANTS AND THE SPACE THAT EACH TENANT OCCUPIES.

9. PHOTOGRAPH OF THE FRONT ELEVATION OF THE BUILDING _____

10. SKETCH OF THE SIGN WITH SAMPLE COLORS, HOW MANY SIGNS ARE BEING PROPOSED AND IN THE CASE OF MULTI-TENANT BUILDINGS THE EXISTENCE, LOCATION AND SIZE OF OTHER SIGNS ON THE PREMISES. PLACEMENT OF SIGN MUST ALSO BE INCLUDED. _____

11. STATEMENT FROM TAX OFFICE _____

12. CONSENT FOR SITE REVIEW

- a. The Applicant and Owner realize that as part of the Planning Board review of its application, that the Board may determine it necessary or advisable to visit the subject premises for the purposes of performing a site inspection and review. The Applicant and Owner do hereby give permission to any member of the Borough of Totowa Planning Board, as well as any other Borough employee or officer to enter the subject premises for the purpose of performing a site inspection and review.

Owner Initials

Date

Applicant Initials

Date

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13. CERTIFICATE OF CONCURRENCE & STATEMENT OF THE LANDOWNER

- a. I hereby certify that I am the Owner of Record of the site depicted and that I concur with the plans presented to the Planning Board.
- b. Application is made with my complete understanding and permission in accordance with the agreement of purchase or other option entered into between me and the Applicant.
- c. Permission is granted to: _____, otherwise known as the Applicant, to submit the proposed development plans on my behalf as the: (Tenant or Contract Purchaser):

Owner Initials

Date

Applicant Initials

Date

✍

✍



BOROUGH OF TOTOWA

Passaic County, New Jersey

537 Totowa Road

Totowa, NJ 07512

Phone: 973-956-1000

Fax: 973-956-5668

CERTIFICATION OF TAXES, WATER, ASSESSMENTS

RE: Block _____

Lot _____

Address: _____

I, _____, (Tax Collector) (Deputy Tax Collector) certify that the taxes, water and any assessments levied upon the subject property are paid to date and are current.

I, _____, (Tax Collector) (Deputy Tax Collector) certify that the taxes, water and any assessments levied upon the subject property are paid to date and are current.

I, _____, (Tax Collector) (Deputy Tax Collector) certify that the following amounts are due the Borough of Totowa as of _____, 2024.

Real Estate Taxes _____

Water Charges _____

Assessments _____

Other _____

Signature

BOROUGH OF TOTOWA
POLICE DEPARTMENT

EMERGENCY RECORD CARD

BUSINESS NAME: _____

ADDRESS: _____ PHONE _____

OWNER'S NAME: _____ CELL # _____

ADDRESS: _____ HOME PHONE _____

PERSONS TO BE NOTIFIED IN EMERGENCY:

NAME _____ PHONE _____

ADDRESS _____

NAME _____ PHONE _____

ADDRESS _____

NIGHT LIGHT
YES _____ NO _____

BURGLAR ALARM
YES _____ NO _____

BURGLAR ALARM COMPANY _____

PHONE _____