



BOROUGH of ROSELAND

300 Eagle Rock Avenue, Roseland, NJ 07068

www.roselandnj.org

MAYOR **JAMES R. SPANGO**

James Campbell - Zoning Officer

Telephone: (973) 403-6071

Zoning@RoselandNJ.org

Commercial Zoning Permit Application

REASON FOR APPLICATION

☐ Change of Tenant ☐ Site Improvement ☐ Alteration ☐ Accessory Structure ☐ Sign

☐ Other: _____

CONTRACTOR

Name: _____

Address: _____

Phone No: _____ Email: _____

PROPERTY OWNER

Name: _____

Address: _____

Phone No: _____ Email: _____

SUBJECT PROPERTY

Address: _____

Block: _____ Lot: _____ Qualifier: _____ Zone: _____

Current Use: _____ Proposed Use: _____

List any variances which were previously granted: _____

Requirements:	<u>Required</u>	<u>Existing</u>	<u>Proposed</u>
Front Yard	_____	_____	_____
Rear Yard	_____	_____	_____
Side Yard	_____	_____	_____
Building Coverage	_____	_____	_____
Impervious Coverage	_____	_____	_____
Floor Area Ratio	_____	_____	_____
Building Height	_____	_____	_____

OTHER TENANT(S) USING THE PARKING LOT

Tenant: _____ Sq. Ft.: _____ Use: _____

Tenant: _____ Sq. Ft.: _____ Use: _____

Tenant: _____ Sq. Ft.: _____ Use: _____

- If necessary, attach additional tenants on a separate piece of paper.

PREVIOUS TENANT – BUSINESS INFORMATION

Business Name: _____
Business Use: _____

NEW TENANT – PERSONAL INFORMATION

Name: _____
Home Address: _____
Phone No: _____ Email: _____

NEW TENANT – BUSINESS INFORMATION

Business Name: _____
Address: _____
Phone No: _____ Email: _____
Days of Operation: _____ Hours of Operation: _____
Number of Employees: _____ Number of Occupants: _____
Existing Parking: _____ Required Parking: _____ Sq. ft. of unit: _____
Is any construction work planned? ☐ No ☐ Yes (Building Permit may be Required)
If Yes, explain: _____

Which of the following best describes the **proposed** Principal Use of the space:

☐ Office ☐ Retail ☐ Restaurant ☐ Commercial ☐ Industrial/Manufacturing
☐ Other: _____

NOTES

- **The Application fee of \$100** can be paid exact change cash or check made payable to “**Borough of Roseland**”.
- If this application is for a change of tenant or a new business, you must also apply for a Commercial Rental Certificate with the Code Enforcement Department.
- You may still need to apply for and obtain other items such as a Construction Permit, Dumpster Permit, Health License, Fire Prevention Permit, or other local, county, state, or federal permission.

CERTIFICATIONS

By affixing my signature below, I certify that the statements and the information submitted herein are true. I further certify that I am the individual property owner or, if I am not the property owner, that I have the consent of the property owner to make this application, and that the property owner has full knowledge of the details of this application being submitted.

I hereby grant permission to the Zoning Department to enter the subject premises for the review of and inspections pertaining to this application until the permit has been found to be in compliance with the Borough Ordinances, and satisfactorily closed.

I understand that I must call for a Final Inspection of this Zoning Permit once the work has been completed. To request the Final Inspection, I will call (973) 403-6046.

Any incorrect or falsified information will render this application, and any approvals associated therewith, invalid and void.

Name of Applicant

Signature of Applicant

Date

OFFICE USE ONLY

Received On: _____ Received By: _____ ☐ Cash Check No: _____
☐ No Plans Required ☐ All Plans _____ ☐ Survey _____ ☐ Architectural _____
☐ Building Dept. Plan Review _____ ☐ Engineering Plan Review _____
Permit: ☐ Approved ☐ Approved w/ Conditions By: _____ Date: _____
Conditions: _____

☐ Denied ☐ By: _____ Date: _____
Reasons: _____

Inspection: ☐ Approved ☐ Denied By: _____ Date: _____
Certificate Issued: Date: _____ By: _____