



Department of Policy, Planning, and Development – Division of Zoning
Zoning Permit Application

STOP HERE BEFORE COMPLETING THIS FORM: Does your project only involve one or more of the following activities? If so, then per §51-59 of the municipal code, **do not** fill out this form and contact the Department of Code Enforcement at 973-266-5320 for guidance on obtaining the appropriate permit(s).

- Roof replacement
- Siding replacement
- Replacement of windows and doors, where there is no change of the glazing area or opening size.
- Replacement of chimneys and/or chimney liners, where a new chimney is the same size and material as the original.
- Replacement of interior oil tank.
- Replacement furnace or boiler.
- Replacement of garage door of the same size.
- Replacement of bathroom fixtures.
- Replacement of kitchen cabinets, fixtures, and/or appliances.
- Installation of radon mitigation systems (interior systems only).
- Installation of commercial carpet for non-residential uses.
- Minor work or ordinary maintenance as defined by the Uniform Construction Code, N.J.A.C. 5:23-1 et seq.
- Interior electrical work.

INSTRUCTIONS: 1. Completed the form below. 2. Attach any plans; construction documents; and (if applicable) an approving resolution, soil erosion and sediment control permit, and/or bond receipt. 3. Submit a completed application and supporting documents to the Zoning Officer at the office of the Department of Policy, Planning, and Development at East Orange City Hall, 44 City Hall Plaza, basement level, East Orange, NJ 07108. Application materials should also be submitted electronically to robert.lawson@eastorange-nj.gov. **NOTE:** For applications involving commercial properties, authorized representatives are required to include a copy of a certification of formation and driver's license. For any questions, contact us at (973) 266-5449.

1. PROJECT AND APPLICANT INFORMATION

Project Address: _____ Block(s): _____ Lot(s): _____
Business Name (if applicable): _____
Applicant/Contact Name: _____
Applicant Phone Number: _____
Applicant/Home Address: _____
Applicant Email: _____
Applicant/Home Address: _____
Property Owner Name: _____
Property Owner Address: _____
Property Owner Phone No.: _____
Property Owner Email: _____



2. **PROPERTY USES:** Fill in the boxes below stating all uses at property (if vacant structures, list most recent uses). If the site is a vacant lot, check here [].

USE TYPE	EXISTING	PROPOSED	ZONING OFFICER NOTES
☐ Residential ☐ Non-Residential	# of Units: _____ # of Establishments _____	# of Units: _____ # of Establishments _____	
List all establishments at the property:			

3. **STRUCTURE/SITE INFORMATION FOR NEW CONSTRUCTION/ADDITIONS** (State all measurements for the site and building). If no new construction or additional work is involved, check here [].

	EXISTING	PROPOSED	ZONING OFFICER NOTES
Front Yard Setback			
Rear Yard Setback			
Side Yard Setback (Rt)			
Side Yard Setback (Lt)			
Structure Height			
Lot Area in Square Feet			
Lot Width			
Off-Street Parking Space			



4. **Project Description** (For commercial properties, please include a description of products and services provided):

5. **Additional Requirements:** Was site plan approval, approval from the Historic Preservation Commission, and/or variance approval required or granted? If yes, check here [☐] and attach a copy of the approving resolution(s).
6. **Acknowledgment:** By signing this application, you certify that the information submitted with this application is a true representation of the property with the exception of any proposed work as part of this application.

Signature of the Applicant

Date

In accordance with the "LAND USE ORDINANCE OF THE CITY OF EAST ORANGE" the following application fees apply:

Residential Structure with 1-4 Dwelling units: [☐] \$50	Residential Structures with 5 or more dwelling units: [☐] \$75	Commercial use(s) or mixed uses: [☐] \$100
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Payment must be made by Cashier's Check or Money Order, made **payable to the City of East Orange**.



DETERMINATION
(FOR OFFICE USE ONLY)

Date of Intake, if different from the date of application: _____

Zone: _____

Bulk/Design Regulations	Requirements	Existing	Proposed	Notes

____ APPROVED

____ DENIED, needs:

____ Site Plan Approval

____ Historic District Approval

____ "C"/Bulk Variance(s)

____ "D" Variance(s)

____ Bond

Comments:

Zoning Officer Signature

Date