

Application for Zoning Permit Approval/Information



The City of Orange Township, New Jersey
Department of Planning & Economic Development
Zoning Enforcement Division

This form is for use in applying to the City of Orange Township for zoning permit approval and/or zoning information on a particular property. All applications must be accompanied by a certified check in the amount of \$100.00, payable to the "City of Orange Township", as well as a completed application checklist (attached). Applicants who are tenants should obtain zoning, building and/or land use board approvals prior to entering into a lease. Submission of an application to the City does not constitute approval of any permit; and, the City reserves the right to accept or reject any application as determined appropriate in accordance with applicable law.

Part A Applicant/Property Owner Information

Applicant Name	Applicant Interest in Property ☐ Owner ☐ Contractor ☐ Tenant	Applicant Type ☐ Individual ☐ Business Entity	SSN or FEIN
Applicant Address	Main Phone	Fax	E-mail
Property Owner Name	Property Owner Type ☐ Individual ☐ Corporation/NGO ☐ LLC ☐ LLP ☐ LP	SSN or FEIN	
Property Owner Address	Main Phone	Fax	E-mail

Part B Property & Application Information

Block	Lot	Qualifier	Street Address
Current Zoning		Redevelopment Plan Area ☐ No ☐ Yes:	
Application Type ☐ Information Request ☐ Single-Family ☐ Multi-Family ☐ House Addition ☐ Deck/Porch/Gazebo ☐ Pool/Spa/Hot Tub ☐ Shed ☐ Fence ☐ Commercial Building ☐ Accessory Building ☐ Sidewalk ☐ Impervious Surface ☐ Sign ☐ Other (specify):	Provide a detailed description of the proposed use (use additional sheets if necessary).		

If a "yes" answer applies to either of the following questions, a separate explanation with supporting documentation must be appended.

Does the property have an existing or proposed deed restriction, easement, right-of-way or other dedication?	☐ No ☐ Yes
Was the property the subject of any prior appeal or application before the Zoning Board of Adjustment or Planning Board?	☐ No ☐ Yes

Part C Applicant Certification

I hereby certify that I am either the legal property owner or am authorized by the legal property owner to make this application. I understand that if any of the above statements are willfully false the City of Orange Township may void associated zoning approvals and/or issue zoning violations.

Applicant Signature	Notary				
Name	Title	Date	Name	License State	Expiration

FOR OFFICE USE

Zoning Application No.	Approval Not Req. ☐ Initial:	Denied/Incomplete ☐ Initial:	Approved ☐ Initial:	Approved w/ Cond. ☐ Initial:
Notes				

Checklist

Application Requirements



**CITY OF ORANGE TOWNSHIP
ESSEX COUNTY, NEW JERSEY**

ZONING PERMIT APPROVAL/INFORMATION APPLICATION CHECKLIST

Application Requirements

An application for zoning permit approval and/or zoning information shall be deemed administratively complete upon submission of all of the following items to the zoning official/officer:		FOR OFFICE USE
☐	1 completed original of the Application, including any additional explanations.	☐
☐	1 complete set of surveys, schematic and/or architectural drawings (<i>i.e.</i> , floor plans).	☐
☐	1 Statement of ownership (if applicant is the property owner), or copy of a lease or other evidence of applicant's relationship with the property's owner	☐
☐	1 completed original IRS Form W-9, <i>Request for Taxpayer Identification</i> (business entity applicants only).	☐
☐	1 Business Registration Certificate (business entity applicants only).	☐
☐	1 copy of business formation document or sole-proprietorship long form (business entity applicants only).	☐
☐	Certified check equal to \$100.00, payable to "City of Orange Township".	☐