

**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/2<sup>nd</sup> 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. \_\_\_\_\_

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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