

Site Address		Block	Lot	Zone
Type of Application	<input type="checkbox"/> Change in Tenant	<input type="checkbox"/> Change in Ownership		

Property Owners Information:

Name	
Address	
Phone #	
Fax #	

Previous Business Name	
Previous Business Use	

Property Owners Permission
 By signing this application I am giving you permission to visit my property to view and verify all existing conditions if it is needed.

Signature of Property Owner: _____ Date: _____

Include 1 copy of the following items

<input type="checkbox"/> Photo	<input type="checkbox"/> Interior Bldg plan, neat to scale	<input type="checkbox"/> Sealed/Engineered Site Plan w/ parking layout(under 5 yrs)
<input type="checkbox"/> Check made payable to "Borough of Westwood" in the amount of Two Hundred dollars (\$200.00)		
Date	Check #	Batch #

I certify that the statements made herein are true: _____
 Landlord / Tenant (Circle one)

Any incorrect or falsified information will render this application void and any approvals based on it.

Proposed New Tenant / Owner and Use Information	
Registered / Legal / Corp. Name	
Business (d b a) Name	
Sq Footage being Leased / Sold	
Business Owners Name	
Business Owners Home Address	
Business Owners Tele. # & Fax	
Hours of Operation to be	
Days of Operation will be	
Number of Employees will be	
# of Designated Parking Spaces	
Business Use -- ----->	Attach a detailed, typed description of your proposed use
Building Improvements ----->	Description of proposed renovation, other than general painting etc
Signage to be installed ----->	Separate application must be filed
Outside Storage ----->	Not Allowed in any Zone

*** For Zoning Official's Use Only *****

Any missing information will render this application **denied** and another fee will be assessed

Business Zoning Review
For
Zoning Compliance Certificate

Before a Zoning Compliance Certificate is issued, all required pre-approvals by other Borough agencies i.e. Fire, Health, Police, etc. must be obtained.

One (1) copy of the following must be submitted to the Zoning Official
1. Completed application
2. Photos – exterior only (front, side and rear)
3. Site Survey/Plan – No more than 5 years old, showing all parking, signage, etc.
4. Building Plans/Tenant Space Layout showing all tenant spaces & uses, etc.

All **SIGNAGE** (building, land, window, door, awning, etc.) requires a separate zoning permit application to be filed and may also require a construction permit. Signs attached to a building and awnings will require signed and sealed plans by an architect or structural engineer for the construction permit. Please follow the sign regulations as per the Westwood Zoning Ordinances for the zone you are in. Go to Westwoodnj.gov and query the Borough Code for details.

The following types of businesses requires **HEALTH DEPT. SIGNATURE** by Sharon Blehl (below) before this application can be accepted:

- Bakeries
- Confectionery Stores (packaged candy, ice cream, etc.)
- Fitness Centers (incl./not limited to: Gym, Yoga studio, Pilates, Barr, Strength Training, etc.)
- Food Caterers
- Nursery Schools
- Nursing Homes
- Pet Shops
- Public Swimming Pools incl. whirlpools
- Restaurants (incl. luncheonettes, diners, taverns, pizza kitchens, etc.)
- Retail Food Handling Establishments (liquor stores, delicatessens, meat markets)
- Supermarkets
- Tanning Salons
- Vending Machines and Trucks

Health Department inspections ARE REQUIRED BEFORE OPENING for all above businesses. Contact the Health Dept. regarding scheduling at (201) 664-7100 ext. 114.

X

Sharon Blehl, Board of Health Director

Date