



Zoning Officer
295 Closter Dock Road
Closter, New Jersey 07624
Phone: (201) 784-0600 ext. 441 ♦ Fax: (201) 784-4711 ♦ Email: construction@closternj.us

Non-Residential Tenancy Change Requirements

1. The following information must be stated on separate business letterhead, attested to by a notary public (see attached affidavit) and submitted with a Zoning Permit Application:

Proposed Establishment (NEW TENANT)

- A.) Site Address (Block / Lot Numbers);
- B.) Trade Name of Establishment (Doing Business As);
- C.) Type of Establishment / Use of Tenant Space;
- D.) Services / Products to be Offered;
- E.) Equipment, Furniture, Material, Etc., to be Utilized in Operation of Establishment;
- F.) Age Range of Customers;
- G.) Area (Square Footage) of Space to be Occupied;
- H.) Area (Square Footage) of Entire Property / Building in which Tenant Space is Located;
- I.) Number of Employees;
- J.) Days / Hours of Operation;
- K.) Number of Parking Spaces Reserved for Employees;
- L.) Number of Parking Spaces Reserved for Customers;
- M.) Number of Parking Spaces Required as per Chapter 173-48 <Table X-1> of Borough Code;
- N.) Number / Type of Signs to be Installed- ***to be Filed for Separately***;
- O.) Resolutions Memorialized by Planning Board and / or Zoning Board of Adjustment;

Previous Establishment (PRIOR TO MOST RECENT VACANCY)

- A.) Trade Name of Establishment (Doing Business As);
- B.) Type of Establishment / Use of Tenant Space;
- C.) Services / Products Offered;
- D.) Equipment, Furniture, Material, etc., Utilized in Operation of Establishment;
- E.) Age Range of Customers;

2. Floor plans depicting existing and proposed interior layouts (entrances / exits, windows, partitions, doorways, equipment, tables / seating, etc.) are required. If an applicant's establishment involves outdoor activities, a survey and / or site plan drawn to scale as well as indicating existing and proposed exterior layouts shall be required. All plans must be prepared by a New Jersey-licensed design professional. Dependent upon the scope of work, the Zoning Officer and Building Department may waive the design professional requirement.
3. Tenants are prohibited from occupying and operating their establishments until a Certificate of Occupancy or Business Certificate of Continued Occupancy (BCCO) is issued by the Building Department and the establishment is registered with the Fire Prevention Bureau (see attached form).