



Application for Residential Municipal CCO

Borough of Riverdale
91 Newark Pompton Turnpike
Riverdale, New Jersey 07457
t: 973-835-4060 f: 973-835-0783
scolella@riverdalenj.gov

PROPERTY INFORMATION

Block:	Lot:		
Street Address:			
Seller Information (Name and New Address)		Buyer Information (Name and current Address)	
Name:		Name:	
Address:		Address:	
Phone:		Phone:	
Email:		Email:	

SELLER'S ATTORNEY (Required): _____ Telephone: _____

DOCUMENTATION REQUIRED

1. Number of dwelling units: _____. If more than 2 dwelling units, please provide current NJ Certificate of Inspection.
2. Seller must provide a copy of the ORIGINAL survey. (This does not apply to condos or townhouses.)
3. Buyer must provide a copy of the NEW survey.
4. Private Water Well: _____ Town Water: _____ (check one)
5. Private Septic: _____ Is there a sewer line available on the street? _____ (If **YES**, a Sewer Application is required)
6. Town Sewer _____ If **YES**, balance on the Sewer Connection Fee: \$ _____ (Outstanding balance is due in **FULL**)
7. Are there any abandoned Well, Septic, Fuel Tanks, etc. on the property? _____
8. Are there any open or active building permits? _____ Explain: _____
(All open building, electrical, plumbing, and fire permits must be closed before the issuance of this Municipal CCO)
9. Have any Planning Board / Zoning Board of Adjustment approvals been granted to this property? _____
Date of approval: _____ Explain: _____
10. Above Ground Pool: _____ In-ground Pool: _____ Hot Tub: _____

**CERTIFICATES OF COMPLIANCE FOR SMOKE DETECTORS AND CARBON MONOXIDE DETECTORS WILL BE
ARRANGED THROUGH THE FIRE MARSHALL AND IS REQUIRED FOR THE MUNICIPAL CCO**

Applicant: _____ Signature: _____ Date: _____

Contact Person to Arrange for Inspections: _____ Phone: _____

*These serves notice that based on a general inspection of the exterior visible parts of the building there are no known
Zoning or property maintenance violation and the building is approved for continued occupancy.*

Zoning Officer: _____ Date: _____

INSTRUCTIONS FOR MUNICIPAL CCO APPLICATIONS

1. Complete application form and return it to the Zoning Official's office with two checks. Both checks are to be made payable to the **Borough of Riverdale**.
 - A. One for **\$100 per residential unit** for the exterior inspection of the property.
 - B. One for **\$45** for the Fire Marshall's Inspection Of the smoke and carbon monoxide detectors.
2. After the application is returned to this office, the Fire Marshall will call you to set up an appointment for the interior inspection. Please have the number where you can be reached on the application. The Fire Marshall is in his office on Monday, Wednesday, and Friday from 11:00AM to 1:00PM.

3. After the paperwork is completed, a formal Certificate will be given to you by the Zoning Officer after the inspection from the Fire Marshall.
4. The pool areas must meet the State's requirements for pool safety. The barrier must be at least 48 inches high. The gates to the pool area must be self-closing, self-latching, opening out with opening mechanism to be at least 54 inches above ground level.
5. All open building permits must be closed out before the Municipal CCO is issued.
6. Make sure that all detectors are in working order when the Fire Marshall arrives to do the inspections. A return inspection may necessitate the payment of the inspection fee to cover the repeat inspections.
7. If you have any questions, please call Stephanie Colella at 973-835-4060 x 6.

Under New Jersey law **residential units must be equipped with smoke detectors and carbon monoxide detectors**. Under the Borough's Zoning Ordinance, a zoning/property maintenance inspection is also required. Below is a list of some of the items that will be inspected. This list is not necessarily all-inclusive.

Principle and Accessory Structures – Exterior:

1. The siding must be in good repair, not in need of paint or residing.
2. Exterior trim and railings must be in good repair.
3. Storm gutters are not to be hanging, pieces missing or in need of painting.
4. No broken glass.
5. Roof not in need of visible repair (missing or turned up shingles).

Zoning:

Sheds

1. Only one per property, located in the rear yard and Conforming to zoning ordinance.
2. Setbacks as per the Riverdale zoning ordinances.

Pools and Hot Tubs

1. Proper fence enclosures.
2. Must meet the setbacks according to Riverdale
3. Accessory building ordinance.

Necessary construction permits on file. (If construction Permits were not obtained, they will then be required, which may cause a delay in your closing date.

Decks and Additions

1. Minimum setbacks for the zone.
2. Compliance with size requirements
3. Necessary construction permits on file

Driveway – must be paved with asphalt.

Yard

1. No overgrown vegetation or noxious weeds.
2. No debris in yard
3. Fences meet height requirements and are in good repair and well painted.

Documentation

1. Completed and signed application available at the Municipal Building
2. Number of dwelling units. If more than 2 units a copy of the current NJ Certificate of Inspection is required, a copy of the survey when the *seller* purchased the property.
3. A copy of the survey from the buyer.
4. Any outstanding construction permits must be closed out before the issuance of a Municipal CCO.
5. A minimum 72 hours (not including weekends and holidays) notice is required. Deficiencies observed during the inspection will require correction before the Municipal CCO is issued. **The fee for the Municipal CCO is \$100.00 per residential unit.** If you have any questions, please feel free to contact this office at your convenience.