



# Borough of Riverdale

91 Newark Pompton Turnpike  
Riverdale, new Jersey 07457  
973-835-4060 Fax: 973-835-0783  
zoning@riverdalenj.gov

Date Received _____
C.C.O. No. _____
Fee Paid \$ _____

## APPLICATION *Change of Use* RIVERDALE PLANNING BOARD

**BLOCK** \_\_\_\_\_ **LOT** \_\_\_\_\_ **STREET ADDRESS** \_\_\_\_\_ **ZONE** \_\_\_\_\_

**1. PROPERTY OWNER** \_\_\_\_\_

Property Owner's Address \_\_\_\_\_

**2. APPLICANT'S NAME** \_\_\_\_\_

T/A \_\_\_\_\_

ADDRESS \_\_\_\_\_

HOME PHONE \_\_\_\_\_ BUSINESS PHONE \_\_\_\_\_ CELL \_\_\_\_\_

**3. SURVEY ATTACHED?** \_\_\_\_\_ IF NOT, PLEASE EXPLAIN \_\_\_\_\_

**4. NATURE OF BUSINESS** \_\_\_\_\_

\_\_\_\_\_ **NUMBER OF EMPLOYEES** F/T \_\_\_\_\_ P/T \_\_\_\_\_

**5. HOURS OF OPERATION:** SUNDAY \_\_\_\_\_ MONDAY \_\_\_\_\_ TUESDAY \_\_\_\_\_ WEDNESDAY \_\_\_\_\_

THURSDAY \_\_\_\_\_ FRIDAY \_\_\_\_\_ SATURDAY \_\_\_\_\_

**6. DELIVERIES:** Total number per day \_\_\_\_\_ Time of Deliveries \_\_\_\_\_

Tractor Trailer \_\_\_\_/day \_\_\_\_/month Common Carrier \_\_\_\_/day \_\_\_\_/month UPS/Postal \_\_\_\_/day \_\_\_\_/month

**7. DESCRIBE PROPOSED USE** \_\_\_\_\_

**8. CURRENT OR PREVIOUS USE OR TENANT** \_\_\_\_\_

**9. SQUARE FEET:** Rented Space \_\_\_\_\_ Entire Building \_\_\_\_\_ Parking Spaces On Site \_\_\_\_\_

**10. FEES FOR RENTED SPACE:** Under 3,500 ft<sup>2</sup> : \$150 \_\_\_\_\_ Paid Over 3,500 ft<sup>2</sup> : \$0.10 per ft<sup>2</sup> \_\_\_\_\_ Paid



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11. **CHEMICALS TO BE USED BY APPLICANT** - Please Itemize \_\_\_\_\_

12. **ATTACH DOCUMENTS AS TO CHEMICAL CONTENT OF ALL RED LABEL ITEMS**

13. **ALTERATIONS OR ADDITIONS TO EXTERIOR OF STRUCTURE?** \_\_\_\_\_ If yes, Describe in Detail: \_\_\_\_\_

*CHANGES MAY REQUIRE A COMPLETE SITE PLAN APPLICATION*

### NOTES

- A. All plans and the construction must be approved by the Building Inspector. *Attach copies of all plans.*
- B. Fire Marshall must inspect before Certificate of Occupancy can be issued.
- C. A Certificate of Occupancy must be obtained from the Construction Official before moving into a building.
- D. All applications must contain a letter requesting a waiver of site plan and why. If Site Plan was previously approved, submit a copy with the application.
  - 1. If this is the first time the premises are used, a full site plan according to Ordinance must be submitted.
  - 2. The Board reserves the right to require full site plan upon review of application.
- E. If the applicant is LLC or Incorporated, an attorney must represent you.

Consent of Owner of Property \_\_\_\_\_

*Name - Print Clearly* *Signature*

I hereby certify that the above information is true, that if I deliberately falsified any information, I am subject to punishment. I am also further aware that falsifying this application may subject me to a revocation of any Certificate of Occupancy issued as a result of this application.

\_\_\_\_\_

**Print Applicant's Name** **Signature** **Date**

### Tax Collector's Use Only

*I hereby certify that all taxes on said premises are paid to date:*

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_