

Middlesex Borough
1200 Mountain Ave, Middlesex, NJ 08846
732-356-7400 ext. 247
Department of Code Enforcement, Zoning and Construction
Commercial Zoning Application

NOTE: This application must satisfy the requirements of Chapters 158, 420 and 224 of the Middlesex Borough Code - Article 1. Any construction work to be performed will require the appropriate UCC permits and approved inspections prior to occupancy and use.

Obtaining a Zoning permit from Middlesex Borough under chapter 158 will require satisfying 3 areas.

Area 1 – Obtain a CCOC (Continued Commercial Occupancy Certificate)

Area 2 – Obtain a Change of Tenancy/ Zoning Use Permit

Area 3 – Complete all requirements of Chapter 224 Flood Damage Prevention

There are 5 sections to this application that must be completed:

- **Section 1 - CCOC Application** – This section will require information regarding the owner and/or the leasee of the property. This section will also ask if the property is developed or undeveloped. If the property is developed, a CCOC inspection will be conducted prior to a CCOC being issued. If the property is undeveloped, a CCOC inspection will not be necessary. A CCOC will be issued stating that the property is undeveloped.
- **Section 2 - Change of Tenancy/Zoning Use Review Application** - This section is the application for a change of tenancy/use review and will require information regarding the intended use of the property. *This needs to be completed regardless of whether the use will remain the same as the previous owner/lease or if there will be a change or modification of the use.* This section MUST be completed in its entirety and with as much detail as possible. Example: You cannot just state – Warehousing. What types of materials are to be warehoused, what quantities, etc. This section must be completed even if the use will be the same as the former owner/tenant. This section will also require information on hours of operation, employees on site, parking for employees and for customers.
- **Section 3** Signage information. This section is required information on current signage and any proposed changes to signage. If there are no proposed signage changes, be sure to check off No to the first question. This section is also to apply for temporary signage.
- **Section 4** Final checklist and signoff. Be sure to check off each of these 3 required sections and submit the required documents along with the application in order for the application to be deemed complete.
- **Section 5** Complete the Middlesex Borough Police Department Emergency Business/Alarm File application.

FLOODPLAIN MANAGEMENT NOTIFICATION

IMPORTANT NOTE: Once your form is completed and submitted, the office will review if your property is in the Borough Flood Zone as identified by FEMA. If your property is in the flood zone, you will need to complete a Floodplain Development Permit Application (there will be additional charges for the permit and the review process). You will also need to submit a Base Flood Elevation (BFE) Certificate. This certificate is a checklist item in the application below.

The applicant shall obtain any Floodplain Development Permits if the project is located within a FEMA Special Flood Hazard Area.

The applicant shall obtain all necessary building permits from the construction department prior to the start of any work.

The applicant is responsible for obtaining any required Federal, State, and Local approvals prior to the commencement of work

Commercial Zoning Application

Complete ALL Sections Mark a Non-Applicable Section with N/A

Check the ONE status that best describes the nature of your application:

For a CCOC inspection, Change of Tenancy/Use Review, signage review - - **Cost: \$350.00**

For a CCOC for vacant lot and a Change of Tenancy/Use Review - **Cost: \$100.00**

SIGNAGE Review ONLY with NO change of ownership - **Cost \$100.00**

Make check for the appropriate cost payable to – Borough of Middlesex. – Return ALL documents to the Middlesex ZONING OFFICE

Office Use Only:

Amount Paid: _____ Check # _____ Date Paid: _____ App#: _____ Date of Inspection: _____

Section 1 – CCOC Application

Property Owner Information

(If this is for a sale, please list the new property owner and date of ownership)

Property Address: _____ UNIT NUMBER: _____

Date of Application: _____ Block: _____ Lot: _____ Zone: _____

Property Owner Name: _____

Owner Home Address, City, State and Zip: _____

Property Owner Cell: _____ Email: _____

Fill Out ONLY the applicable date:

Date Purchased: _____ **OR** Date of Lease: _____

Property Co-Owner Name: _____

Owner Home Address, City, State and Zip: _____

Property Owner Cell: _____ Email: _____

Emergency Contact Name: _____ Cell: _____

Is this an undeveloped property? (Vacant lot) : Yes No

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Section 2 – Change of Tenancy/Zoning Use Review Application

UNIT NUMBER: _____ **Is Business owned and operated by the property owner? :** **Yes** **No**

Business Owner Name: _____ Address: _____

City, State, Zip: _____ Cell: _____

Business Manager Name: _____ Address: _____

City, State, Zip: _____ Cell: _____

Emergency Contact Name: _____ Address: _____

City, State, Zip: _____ Cell: _____

Name of Business (DBA) _____

Business email: _____ Business Telephone: _____

Former Business (DBA) _____

If Lease/Rental, Date of Lease: _____ Total Square Footage of space : _____

1. Describe **IN DETAIL** the **CURRENT OR FORMER** use:

2. Describe in Detail the **PROPOSED** use **OR PROPOSED CHANGES/ADDITIONS TO USE:**

3. Are any licenses required to conduct this business? Yes No If yes, state license type and expiration date:

4. Days and hours for each day of Operation:

5. Number of Employees: Part Time: _____ Full Time: _____

6. Parking: # of spaces provided: _____ # of commercial vehicles parked on site: _____

7. Exterior Lighting: Present _____ Proposed _____

8. Will any odors be released for applicant's activities? If so, how will odors be controlled?

9. Garbage Hauler name, address, and contact number:

10. Garbage hauler pick up schedule:

11. Recycling Hauler name, address, and contact number:

Section 3 – Signage

Will there be any changes to the signage currently on the property: Yes No

If yes, what is the current non-temporary signage: (please describe the number, type such as wall sign, free standing sign, window sign, size and lighting of signage)

Describe the proposed non-temporary signage: (please describe the number, type such as wall sign, free standing sign, window sign, size and lighting of signage)

Describe any proposed temporary signage: (please describe location and time the temporary signage will be used:

Section 4 – Final Checklist and Signoff

Along with this application you MUST submit the following:

- 1) A plot plan or survey map of the property showing property dimensions, number and location of structures, lighting, parking, etc.**
- 2) An interior floor plan showing the layout of any counters, offices, etc. and the locations of all exists, rooms, detectors, aisles, etc.**
- 3) A photoshop and colored graphic detail of all proposed signs, include dimensions for BOTH existing and proposed new signs.**
- 4) Copy of the property's Base Flood Elevation Certificate (BFE)**

Notice to applicants and owners: The applicant and/or owner certify that the information contained in this application is true and accurate. The applicant and owners understand that if a zoning permit is issued and it is determined that any of the information supplied in this application is untrue, misleading or has changed since the issuance of the permit, the Zoning Official has the authority to revoke the permit and the owner/business owner may be required to cease operation. The issuance of any permit shall not relieve the applicant and owner from complying either other applicable law, rule licensing or regulations required by the Federal Government, State, and the Borough of Middlesex.

This application encompasses all information necessary for compliance with the Middlesex Borough Ordinance Chapter 158. This application will NOT be considered complete until all information submitted is reviewed by the Zoning Official and deemed complete.

Signature of Applicant

Date

Signature of Property Owner

Date

If this application is denied, you will be given a reason in writing for the denial including the ordinance(s) under which the denial is issued. You will have 20 days from the date of denial to appeal the Zoning Officials decision to the Borough Joint Land Use Board (JLUB). Should the appeal be upheld, you may apply to the JLUB for a variance.

Section 5 – Middlesex Borough Police Department Emergency Business/Alarm File application.

MIDDLESEX BOROUGH POLICE DEPARTMENT
1101 Mountain Avenue
Middlesex, New Jersey 08846
732-356-1900
732-356-7218 Fax

Matthew P. Geist Chief of Police

Dear Business Owner:

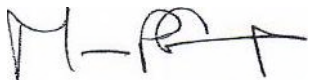
The Police Department currently maintains an Emergency Business/Alarm File. It has come to our attention that your business has recently moved into Middlesex and we have received either partial or no information on who to contact if there is a problem at your business. Attached you will find a Business Emergency Notification Form. Please complete this form and return it to the Police Department as soon as possible. The information you provide will enable us to better serve you in the event of alarm activation or other emergency.

Please keep a copy of this form so that if there are any changes, you can forward them to us right away.

If you have any questions regarding the completion of this form, please contact the Records Department.

Thank you for your cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read 'M-P-G', with a horizontal line extending to the right.

Matthew P. Geist
Chief of Police

MIDDLESEX BOROUGH POLICE DEPARTMENT

1101 Mountain Avenue
Middlesex, New Jersey 08846
732-356-1900
732-356-7218 Fax

Matthew P. Geist
Chief of Police

BUSINESS FILE

Business Name: _____ Phone: _____

Address: _____ Street: _____

City: Middlesex State: New Jersey Zip: 08846 Fax: _____

Business OWNER Name: _____ Phone: _____

Home Address: _____

City: _____ State: _____ Zip: _____ Best Contact Phone: _____

NIGHT LISTINGS (Emergency Contacts): Name Phone Number

1. _____

2. _____

3. _____

Alarm Information:

Alarm Company: _____ Phone: _____

Are there any Hazardous Materials on the Location: YES NO

If Yes Please list and describe amounts and location:

Any other potential hazards First Responders should be aware of:

**** PLEASE REPORT ANY CHANGES OF NIGHT LISTINGS TO POLICE IMMEDIATELY ****

PLEASE COMPLETE AND RETURN FORM TO:

MIDDLESEX BOROUGH POLICE DEPARTMENT
1101 Mountain Avenue
Middlesex, New Jersey 08846

NOTE: PURSUANT TO N.J.C. 5:18-2 (State fire code), a copy of this form will be sent to the Middlesex Borough Bureau of Fire Prevention (or it's designee).

POLICE USE ONLY – Date copy sent to BPF: _____ By: _____