



TOWNSHIP OF WEST ORANGE

66 MAIN STREET, WEST ORANGE, N.J. 07052

Department of Planning and Development

ROBERT D. PARISI

Mayor

Tel: (973) 325-4119

Fax: (973) 325-6359

GENIECE GARY-ADAMS

Zoning Officer

Email: zoningofficial@westorange.org

COMMERCIAL BUSINESS APPLICATION PACKAGE

- New Commercial Business Application
- Sample Floor Plan
- Certificate of Continued Occupancy Commercial Application
- Ordinance 25-40.2(d) *Permits Certificate of Continued Occupancy*
- Fire Safety Registration Form
- User's Guide to Building & Remodeling
- Ten Tips that Will Keep West Orange Beautiful
- Ordinance 25-15 *Signs*

OVERVIEW OF PROCESS

Review

Once an application is submitted, the Zoning Official will review it for completeness. If there are no problems with the application and it is approved, an inspection will be scheduled within ten days of submission. *A separate SIGN permit will also be required.*

Building Department

You must apply for relevant permits from the Building Department. This includes all plumbing, electrical, fire and construction permits. *Please contact the Building Department at (973)325-4112 to discuss permit fees, plan review, and inspections.*

Health Department

If you are applying to open a food establishment, make major kitchen alterations, or open a body massage establishment you must apply to the Health Department for approval. *Please contact the Health Department at (973)325-4120 for additional information.*

Fire Department

You must complete and file a Fire Safety Registration Form with the Fire Department. *Please contact the Fire Prevention Bureau at (973)325-4175 or fireprev@westorange.org*

Downtown West Orange Alliance

If the business is located the Downtown Main Street area, please contact the Downtown West Orange Alliance for information regarding recommended design standards and compliance and matching sign grant information. *Please contact Megan Brill, Exec. Dir., at (973)325-4109 or downtown@westorange.org*

Zoning Permit

ONCE ALL APPROVALS have been received, a zoning permit will be issued. This permit is considered your "Continued Certificate of Occupancy" to tenant the building and open the business unless the building permits are required by the Construction Department.

ZONING OFFICIAL USE ONLY

Date Submitted _____

Date Approved _____

Square Footage _____

Sign Permit _____

Comments: _____



**COMMERCIAL BUSINESS PERMITTED USE
CHANGE IN OCCUPANCY**

All new commercial owners/tenants must also apply for a separate Certificate of Occupancy and a Sign Permit in the Building Department.

COMPLETE ALL SECTIONS BELOW

ALL sections MUST be completed in order to process the application.

SECTION 1: Applicant and Owner Information

Please Note: A copy of the lease must be provided for all rentals.

Proposed Tenant/Business Name _____

Property Location Address: _____ Unit/Bldg: _____

Property Block: _____ Lot: _____ Zone: _____

Contact Name: _____

Contact Address (Current): _____

Telephone: _____ Fax: _____ Email: _____

Emergency Contact: _____

Telephone: _____ Fax: _____ Email: _____

Property Owner: _____

Property Owner Address: _____

Telephone: _____ Fax: _____ Email: _____

Signature of Applicant: _____ Printed Name: _____

Proposed Business Use: _____ Prior Use (if known): _____

Have there been any previous Zoning Board of Adjustment or Planning Board hearings involving this property?

Y/N, If Yes, please list ZB or PB Application Numbers: _____

SECTION 2: Proposed Business

Please describe below in detail the proposed business operations on the site:
(You may attach a more detailed written description.)

SECTION 3: COMPANY INFORMATION

Are you requesting a 24-hour operation? Yes ___ No ___

Days/Hours of Operation:

DAYS	HOURS OF OPERATION
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Number of Employees: _____ Number of Chairs (Barber/Hair Salon): _____

SHIFT	SHIFT HOURS	NO. OF EMPLOYEES
Shift 1		
Shift 2		
Shift 3		
Shift 4		

SECTION 4: Site Plan Information

FLOOR PLAN (ATTACH DRAWING) – All dimensions including the breakdown of your business area in square footage for office use, retail and warehouse, cafeteria use, bathrooms, storage areas, other.

If multiple tenants exit on site, list the names and square footage of each tenant below.

TENANT NAME/USE	SQUARE FEET	PARKING REQUIRED	PARKING PROVIDED

Number and Type of Commercial Vehicles (Type/Size): _____

Overnight Parking of Commercial Vehicle or Vans? Y__N__ If yes, what type? _____

NEW LIGHTING? Y__N__ If yes, provide details and indicate location on site plan.

SIGN DETAILS for any new sign. Submit details and depict location, total square footage, height, type of font and letter size as well as construction materials and any illumination.

If you have any questions please contact the Zoning Official at 973-325-4119 or Email zoningofficial@westorange.org or the Planning Board Secretary at 973-325-4111 or Email planningboard@westorange.org

25-15 SIGNS.

25-15.1 Findings.

It is hereby determined that the number, location and design of signs in the Township are excessive and unduly distracting to motorists and pedestrians, create a traffic hazard, contribute to the deterioration and need for the rehabilitation of the area, and in some places reduce the effectiveness of signs needed to direct the public. It is also determined that the number of distracting and aesthetically unattractive signs ought to be reduced in order to reduce and eliminate the aforementioned effects. Furthermore, the signs of least value to people within the Township are those which carry commercial messages other than those necessary to advertise any product, service, event, person, institution, or business located on the premises where the sign is located or the sale or rental of such premises. It is also determined that the number, location, and design of signs in the Central Business District of the Township are especially deleterious to the economic and social viability and appearance of the Township as a whole. It is also determined that the regulations contained in this chapter are the minimum amount of regulation necessary to achieve its purpose. (Ord. No. 2357-12 § 25-15.1)

25-15.2 General Signage Objectives.

- a. To restrict private signs and lights which overload the public's capacity to receive information, which violate privacy, or which increase the probability of accidents by distracting attention or obstructing vision.
- b. To encourage signing and lighting and other private communications which aid orientation, identify activities, express local history and character, or serve other educational purposes.
- c. To reduce conflict among private signs and lighting and between the private and public environmental information systems.
(Ord. No. 2357-12 § 25-15.2)

25-15.3 Allowed Signage.

- a. Signs whose subject matter relates exclusively to the premises on which they are located, or to products, accommodations or activities on those premises shall be allowed.
- b. *Signs in Residential Zones.* Within these zones, no sign shall be erected or maintained, in whole or in part, unless it complies with the following limitations and regulations:
 1. No more than one (1) permanent sign per lot shall be permitted for each use or activity permitted in this zone, unless otherwise specified herein.
 2. A nameplate, situated within the property lines and not exceeding one (1) square foot in area, shall be permitted.
 3. A single nonilluminated temporary sign advertising the sale or rental of the premises upon which it is located is permitted provided it shall not

exceed six (6) square feet in area and provided that it is maintained in good condition and removed not more than three (3) days after consummation of a lease or sales transaction.

4. Temporary signs announcing or advertising any educational, charitable, civic, professional, religious or like campaign or event, for a consecutive period not to exceed thirty (30) days, in any calendar year, are permitted providing they do not exceed four (4) square feet in size.
 5. Nonilluminated temporary signs on new construction sites not exceeding twelve (12) square feet in total area are permitted provided they shall be removed within seven (7) days after completion of the construction work. Signs advertising major subdivisions that have received preliminary plot approval by the Planning Board shall not exceed two (2) in number, shall not exceed a combined total of eighty (80) square feet in area, and shall be removed within ninety (90) days after completion of the construction work.
 6. Signs identifying a permitted professional office or home occupation shall bear only the name of the person residing on the premises, the profession or home occupation being conducted on the premises, shall not be neon or electric, shall be situated within the property lines of the premises it identifies and shall not exceed two (2) square feet in area.
 7. One (1) project identification sign on each side of a multi-family development which has frontage on a public street and which may bear only the name of the project, the address, and the presence or lack of vacant units. Such signs shall not exceed fifty (50) square feet in area on either side and six (6) feet in height, and shall be situated not closer than forty (40) feet to any street or property line but shall not be attached to any building.
 8. Temporary signs announcing any political campaign or event or supporting any candidate running for election for a consecutive period not to exceed thirty (30) days prior to the election or event. If any political campaign or election results in a "run-off" election, then such temporary signs may remain at their location until the date of the run-off elections. All such signs must be removed no later than two (2) days after the election or "run-off" election. No such sign may exceed four (4) square feet in size. The limitations of this subsection shall not apply to any location or structure designated by the candidate as his/her campaign headquarters; provided, however, that a candidate may designate only one (1) location as the campaign headquarters.
- c. *Signs in Business Zones.* Within these zones, no signs shall be erected or altered in whole or in part unless it complies with the following regulations:
1. In the Main Street/Neighborhood Business Zones, (all OB-1, OB-2, and B-1 Zones) none other than the following signs shall be permitted:
 - (a) Those signs permitted in residential zoned areas.
 - (b) Facade Signs.

- (1) Each commercial use may have a combined sign area limited to a size of one and one-half (1.5) square feet of sign area for each one (1) foot of the width of the building, including window and door area, up to a maximum of two hundred (200) square feet for each facade fronting a street, sidewalk, or parking area. For example, a business with twenty (20) linear feet of street frontage would allow thirty (30) square feet of allowable signage. The maximum height of any facade sign shall be two (2) feet.
- (2) Sign area not utilized on one (1) facade may not be transferred to another facade.
- (3) Persons may use a combination of the following sign types to obtain the combined sign area: awning, canopy, marquee, projecting, window or wall signs.
- (4) Permanent window signs shall not occupy more than twenty-five (25%) percent of the total area of the window in which displayed, including the windows of glazed doors.
- (5) Temporary window signs shall not occupy more than twenty-five (25%) percent of the total window area in which displayed. Temporary window signs must be removed within two (2) days after the close of the sale or special event that they advertise and in no event may be displayed for more than thirty (30) days. Accordingly, all temporary window signs must have a removal date indicated on their back side.
- (6) Except as permitted by subsection 25-15.3c,1(f), any temporary sign or other advertising material shall be removed within two (2) days after the expiration of the event, sale or special event and in no event may be displayed for more than thirty (30) days, whichever shall have occurred sooner. "Grand Opening" signs may be displayed for no more than fourteen (14) days.

(c) Sidewalk Signs.

- (1) Use of sidewalk signs, commonly known as "sandwich" style signs, in these zones shall be limited to businesses that do not exceed 3,000 square feet of gross floor area.
- (2) The sign shall be limited to seven (7) square feet, and shall not be taller than four (4) feet.
- (3) The sign shall only be permitted when the business is open and shall be stored inside the business at all other times.

- (4) The placement of the sign shall not obstruct pedestrian or vehicular traffic or visibility.
 - (5) The sign shall be secured in a fashion so that it will not move during a change in weather conditions.
 - (6) A sketch of the sign with all dimensions as well as the dimensions, width and height, of the building, shall be submitted to the Township Zoning Officer for approval. Approval shall be deemed granted if no action is taken by the Director of Planning, Zoning Official or their designee within ten (10) business days of submission.
 - (7) A sidewalk sign may only be erected upon the granting of final approval of the Township Zoning Officer and upon the payment of a fee of ten (\$10.00) dollars.
- (d) Signs required by law to be exhibited by the occupants of the premises.
 - (e) No sign, except such direction devices as may be required by the Federal Aviation Administration, shall be placed, inscribed, or supported upon the roof or upon any structure in such a fashion as will cause the sign to extend above the roof of any building by more than ten (10) feet.
 - (f) A single nonilluminated temporary sign advertising the prospective or complete sale or rental of the premises upon which it is located shall not exceed twenty-five (25) square feet in area or fifteen (15%) percent of the facade of the building on which the sign is located, whichever is less, and shall not remain on the premises for more than one hundred eighty (180) days. One (1) extension shall be permitted for an additional period of not more than one hundred eighty (180) days. No sign permitted in accordance with this subsection shall be permitted beyond three hundred sixty (360) days.
 - (g) Freestanding or Monument Signs. One (1) freestanding or monument sign shall be permitted on a property with a minimum lot frontage of one hundred (100) feet, in accordance with the following:

<i>Location</i>	<i>Front yard only</i>
Minimum Setbacks	5 ft. from front property line, 15 ft. from side property line
Maximum Area	35 sq. ft.
Height	Minimum of 2 ft. and maximum of 8 ft. above the ground

Maximum Width	6 ft. (including supporting structure)
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2. In Business/Office Zones (B-2, P-C, and O-R Zones), none other than the following signs shall be permitted:
- (a) Those signs permitted in this section.
 - (b) Each permitted use or unit of occupancy may have a sign located on, or attached to, the principal facade of the use. Such sign shall not project more than one (1) foot beyond the building line, and shall not exceed an area equal to fifteen (15%) percent of the front wall area, including window and door area on which, or in front of which, they are displayed, or one hundred twenty (120) square feet, whichever is less.
 - (c) No sign, except such direction devices as may be required by the Federal Aviation Administration, shall be placed, inscribed, or supported upon the roof.
 - (d) Freestanding or Monument Signs. One (1) freestanding or monument sign shall be permitted on a property with a minimum lot frontage of one hundred (100) feet, in accordance with the following:

	<i>Freestanding</i>	<i>Monument</i>	<i>Shopping Center</i>
Location	Front yard only	Front yard only	Front yard only
Minimum Setbacks	10 ft. from front property line, 25 ft. from side property line	10 ft. from front property line, 25 ft. from side property line	50 ft. from front or side property line
Maximum Area	50 sq. ft.	50 sq. ft.	150 sq. ft.
Height	Minimum of 8 ft. and maximum of 16 ft. above the ground	Minimum of 2 ft. and maximum of 8 ft. above the ground	Maximum of 20 ft. above the ground
Maximum Width	6 ft. (including supporting structure)	6 ft. (including supporting structure)	15 ft. (including supporting structure)

- (e) Signs required by law to be exhibited by the occupants of the premises.
- (f) A single nonilluminated temporary sign advertising the prospective or completed sale or rental of the premises upon which it is located shall not exceed twenty-five (25) square feet in area or fifteen (15%) percent of the facade of the building on which the sign is located, whichever is less, and shall not remain on the premises for more than one hundred eighty (180) days. One extension shall be permitted for an additional period

of not more than one hundred eighty (180) days. No sign permitted in accordance with this subsection shall be permitted beyond three hundred sixty (360) days.

(g) In the B-2 Zone only, sidewalk signs in accordance with the regulations of subsection 25-15.3c,1(c).

d. *Signs in Industrial Zones.* Within these zones, no sign shall be erected or altered in whole or in part unless it complies with the following regulations:

In Industrial Zones, none other than the following signs shall be permitted:

1. Those signs permitted by this subsection.
2. Each main building in an industrial park or center may have one (1) monument sign that shall comply with the following:

<i>Location</i>	<i>Front yard only</i>
Minimum Setbacks	10 ft. from front property line, 25 ft. from side property line
Maximum Area	40 sq. ft.
Height	Minimum of 2 ft. and maximum of 10 ft. above the ground
Maximum Width	6 ft. (including supporting structure)

3. A single nonilluminated temporary sign advertising the prospective or completed sale or rental of the premises upon which it is located shall not exceed twenty-five (25) square feet in area or fifteen (15%) percent of the facade of the building on which the sign is located.

e. *Motor Vehicle Fueling Stations.* Motor vehicle fueling stations may display the following special signs which are deemed customary and necessary to their relative businesses:

1. One (1) freestanding or pylon sign advertising the name of the station or the principal products sold on the premises, including any special company or brand-name insignia or emblem, provided that the sign shall not exceed thirty-five (35) square feet in area on each side. The portion of the sign showing pricing information required by State law shall be considered a permitted changeable copy sign, which shall be limited to such pricing information and shall not include any other information.
2. The height of the sign shall not exceed twenty-five (25) feet and the bottom of the sign shall not be less than eight (8) feet above the ground.
3. The location of the sign shall not be closer to the front street property line than one-half (1/2) the setback required for the principal building.

- f. *Signs in PURD and Cluster Zones.* Monument signs in any PURD and Cluster Zoning District shall be permitted for identification purposes only, provided such signs meet the following conditions as determined by the Construction Official or Zoning Officer.
1. Such sign shall be set back at least twenty-five (25) feet from the right-of-way line of the abutting street, road or highway.
 2. Such sign shall not exceed six (6) feet in height including its supporting members.
 3. The maximum number of signs which shall be visible and abutting the main thoroughfare shall be two (2) in number.
 4. The total square foot area of any such sign shall not exceed thirty-two (32) square feet as measured in accordance with subsection 25-15.5e.
 5. No such signs shall be flashing nor shall they use any interior lighting. Indirect light shall be from an exterior source.
 6. Nonillumination directional signs, not exceeding four (4) square feet, shall be permitted in these zones as well as a sign on the face of any building housing community facilities provided same does not exceed twenty (20) square feet.
(Ord. No. 2357-12 § 25-15.4)

25-15.4 General Regulations.

The following general regulations shall be applicable to all zones except as specifically limited:

- a. No more than four (4) signs of all types, permitted under the provisions of this chapter, shall be erected or maintained at any time per each two hundred fifty (250) feet of street frontage on any one (1) premises in a single and separate ownership, provided that in the Main Street/Neighborhood Business, Business/Office, and Industrial zones, where portions of premises are used or leased by separate persons, firms, or corporations, signs shall be permitted for each separate establishment.
- b. There shall be a minimum distance of fifty (50) feet between the nearest portions of the separate pylon or free-standing ground or post signs erected under the provisions of this chapter. No property with a frontage of less than fifty (50) feet shall have erected upon it a pylon or freestanding ground or post sign in any zone.
- c. No sign shall be placed in such a position that it will cause danger to traffic on a street, or which is entering a street, by obscuring the view. In no case shall any sign, other than an official sign, or functional sign be erected within the official right-of-way of any street unless specifically authorized by other ordinance or regulations of the Township. All signs over six (6) square feet in size, other than those permitted within the street right-of-way shall either be erected with the bottom of the sign at least eight (8) feet above the level of the

road centerline, or shall be set back from the edge of the improved cartway for a distance of not less than twenty (20) feet or shall be at least fifty (50) feet from the side of any street or driveway intersection.

- d. The following signs are prohibited in all zones:
 - 1. A flashing, blinking, twinkling, animated or moving sign of any type, other than an electrically activated changeable sign as regulated by subsection 25-15.4q.
 - 2. Signs with any lighting or control mechanism which may cause radio or television interference.
 - 3. Any sign so erected, constructed or maintained as to obstruct or be attached to any fire escape, window, door, or opening used as a means of egress or ingress or for firefighting purposes, or placed so as to interfere with any opening required for legal ventilation.
 - 4. Any sign which is such a form, character, or shape as to confuse or dangerously distract the attention of the operator of a motor vehicle.
 - 5. Signs which in any way simulate official, functional, directional, or warning signs erected or maintained by the State of New Jersey, County or Municipality thereof, or by any railroad, or public utility or similar agency concerned with the protection of public health, safety, or welfare.
 - 6. Any sign located on a lot other than the lot occupied by the primary use, event, or product which the sign advertises.
 - 7. Any sign attached to or painted on trees, fences, utility poles, rocks, curbs, walks, lamps, hydrants or bridges.
 - 8. Any sign that obstructs driving vision, traffic signals, traffic, directional and identification signs, other places of business or other signs. Obstruction is to be determined by the line of sight for three hundred (300) feet, from a height of four (4) to ten (10) feet, oriented from the stop line of any intersection of streets and/or driveways.
- e. Every sign permitted in this section must be constructed of durable material and must be kept in good condition and repair. All freestanding signs either permanent or temporary in nature, must be anchored in the ground.
- f. In order that no sign may be injurious to public interest or endanger the interest of public safety or morals, all unlicensed signs shall be removed upon receipt of written or hand-delivered notice of violation served by the Zoning Officer to the landowner or lessor or lessee of the sign. Such violations shall be discontinued immediately.
- g. No sign shall be illuminated between the hours of 10:00 p.m. and 7:00 a.m. the following morning, unless the business or use so advertised is open to the public later than 10:00 p.m., in which event any such establishment may keep the sign illuminated until the business is closed to the public, but not thereafter.

This prohibition shall not apply to an electrically activated changeable sign as regulated by subsection 25-15.4q.

- h. No sign shall be erected, containing information on it which states or implies that a property may be used for any purpose not permitted under the provisions of the Township Zoning Ordinance in the zoning district in which the property to which the sign relates is located.
- i. All signs shall be permanently fixed to the ground or attached to a building or structure in a manner conforming to the Township Building Code.
- j. All freestanding and monument signs shall require a building permit.
- k. Signs advertising a use no longer in existence or a product no longer available shall be promptly removed.
- l. No portion of an awning or canopy or its sign may extend below six and one-half (6.5) feet when extended or retracted, and may not extend more than six (6) feet from the building line when open. An awning or canopy sign may not exceed eight (8) inches in height, but may run the entire length of the allowable edge.
- m. A projecting sign shall not project out more than four (4) feet and may have an area of not more than nine (9) square feet. In addition, it is to have a minimum distance of eight (8) feet from the ground surface to the bottom edge of the sign or its frame.
- n. Marquee signs shall not exceed eight (8) inches in height, or be positioned less than six and a half (6.5) feet above the ground surface.
- o. Signs advertising work performed by a contractor shall be removed within seven (7) days of the substantial completion of the work performed.
- p. Manually activated changeable signs shall be permitted as part of a permitted sign for a public or private school or house of worship.
- q. Electrically activated changeable signs shall only be permitted as part of a permitted freestanding sign in a business zone, which sign is located along a lot frontage abutting a State or County road.
(Ord. No. 2357-12 § 25-15.4)

25-15.5 Permits.

It shall be unlawful for any person, firm, or corporation to erect, alter, relocate, or maintain within the Township any sign as set forth and defined in this chapter, except those exempted, without first making application for a permit from the Zoning Officer which shall be in addition to any other licenses or permits which may be required by other ordinances.

- a. Applications for permits shall be made on forms supplied by the Township and shall contain the following information:

1. Name, address, and telephone number of the applicant and the sign erector.
 2. Location of the building, structure, or lot to which the sign is or is to be attached or erected.
 3. Position of the sign in relation to nearby buildings or structures.
 4. Name of person, firm, corporation, or association erecting the sign if new construction.
 5. Name of owner of property on which sign is located and written consent of owner if other than applicant.
 6. Scale drawing of the sign, showing all details, including message, color, lighting, structural design, and anchorage.
 7. Such other information as the Zoning Officer shall require to show full compliance with this and all other ordinances of the Township.
- b. *Procedure.* The Zoning Officer, upon receipt of an application, shall examine or cause to be examined, the application and, when necessary, examine, or cause to be examined, the lands and/or premises upon which the sign is erected or proposed to be erected, replaced, or altered as to change the dimensions or information displayed, and determine whether the structure or proposed structure is in compliance with all of the requirements of this chapter and all other laws and ordinances of the Township. The Zoning Officer's determination shall be noted in the application. If the determination is favorable, a permit will be issued; if the determination is unfavorable, the application shall be rejected. Signs requiring a building permit under this section, or any other ordinance or law of the Township, shall not be issued a sign permit until the requirements for a building permit(s) have been met.
- c. *Temporary Signs: Applications and Procedure.* Applications for temporary sign permits shall be made by the fee owner or lease holder of the land on which the sign will be located and the application shall be deemed to grant permission to the Township to enter upon the applicant's land and remove the sign if, upon five (5) days notice by ordinary mail that the permit has expired, the applicant has failed to remove same. The application for permit shall be made on Township forms and shall contain the same information required of all permits, except in addition, shall also require a deposit of one (\$1.00) dollar per square foot of sign. The deposit shall be held by the Township until the sign is removed, at which time it shall be returned to the applicant. The Township may use the deposit in order to cover the cost of removing the sign should the applicant fail to do so when the permit expires. Use of the deposit will not limit the Township's ability to use other legal means to recover costs above and beyond the deposited amount.
- d. *Fees and Expirations.* The fee for permits issued hereunder for new signs shall be twenty-five (\$0.25) cents per square foot of surface area of the sign with a minimum of five (\$5.00) dollars and a maximum of fifty (\$50.00) dollars per sign.

e. *Computation of Sizes and Signs.*

1. In residential and other non-corporate, non-business, and non-industrial zones, the size of any sign for the purposes of determining its compliance with the provisions of this chapter shall be computed by multiplying its greatest height by its greatest length, exclusive of supporting structures, unless such supporting structure is illuminated or is in the form of a symbol or contain advertising copy.
2. In business, shopping center, industrial, and corporate zones, the size of any sign shall be computed by multiplying its greatest height by its greatest length, exclusive of supporting structures, unless such supporting structure is illuminated or is in the form of a symbol or contains advertising copy, but for the purpose of making such determination, the applicant may block off portions of the sign into not more than three (3) rectangles in order to exclude large areas of open space caused by the peculiar design or shape of that symbol, copy or structure.
3. Multiple-side signs carrying the same message on all sides shall be considered to be a size equivalent to the sum of all the sides/signs, except that a two-sided sign with identical information on both sides of the sign shall only have one (1) side included in the calculation of sign area.
(Ord. No. 2357-12 § 25-15.5)

25-15.6 Nonconforming Signs.

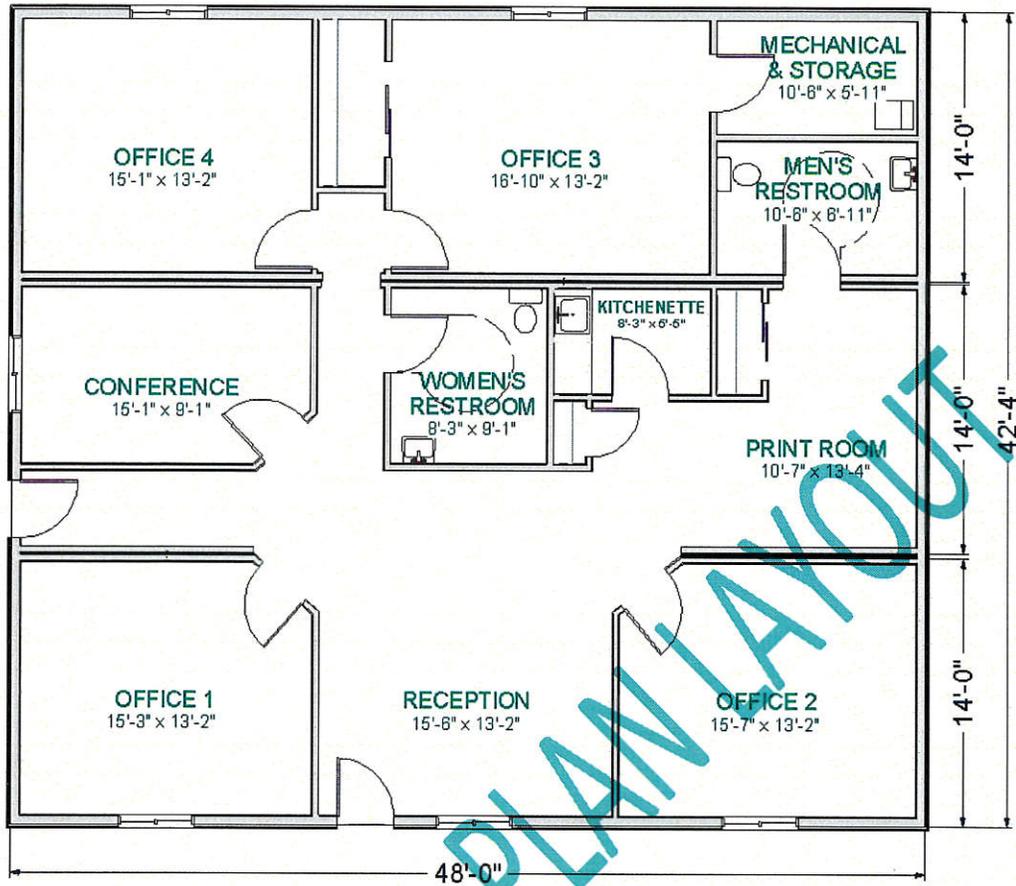
- a. It is the intent of this chapter that all existing signs not conforming to the provisions of this chapter be eliminated or brought to conform with this chapter.
- b. Any signs existing at the time of the passage of this section which violate any provisions thereof shall be deemed a nonconforming sign and may be continued, maintained and repaired upon the present premises or location; provided that such sign was lawful under any prior ordinance and that required permits and inspections were obtained.
- c. Upon abandonment of a nonconforming sign by the existing owner or lessee, said sign must be removed within thirty (30) days by the landlord or tenant.
(Ord. No. 2357-12 § 25-15.6)

25-15.7 Design and Site Location Review.

Any sign which requires a building permit shall be subject to the provisions of design and site location review by the Planning Board, except that temporary signs otherwise permitted under this chapter may be erected at the risk of the permittee prior to such review and approval. In such cases, a permit shall first be secured from the Township Construction Official, provided that the application shall subsequently be subject to review, approval, or disapproval by the Planning Board in accordance with its building permit procedure stated on such permit. (Ord. No. 2357-12 § 25-15.7)

25-15.8 Exceptions.

This chapter does not apply to any sign which is not visible to motorists or pedestrians on any public highway, street, or alley, nor to any specific information panel for the direction of motorists which may be located, under authority of any Statute, on any highway property of the State of New Jersey, its subdivisions, or the Federal Government. (Ord. No. 2357-12 § 25-15.8)



SAMPLE FLOOR PLAN LAYOUT



Certificate of Continued Occupancy Commercial Application

CCO # _____
Date Submitted _____
Date Issued _____
Control # _____

Address to be sold/rented _____

Block _____ Lot _____

Is this a: Sale OR Rental If a rental of one unit, which unit or floor number: _____

State commercial use _____ Is this a Change of Use: YES NO

If yes, you will need to contact Ms. Geniece Gary-Adams, Zoning Official for approval at 973-325-4119 or zoningofficial@westorange.org

Owner/Seller _____ Buyer/Tenant _____
Address _____ Address _____

(No P.O. Boxes) _____

Phone: _____ Mobile: _____

If applicable Superintendent's Name and Phone Number: _____

Name of Business: _____

If buying a multi-unit commercial building, will tenants being remaining or is building vacant?

Tenants Remaining: _____ Building Vacant: _____

Contact person for inspections: Name: _____

Telephone # _____

SIGNATURE: _____

Closing date: _____ OWNER BUYER AGENT

***** PROVIDE SQUARE FOOTAGE OF SPACE *****

INSPECTOR: _____ DATE: _____

ZONING OFFICIAL APPROVAL: _____ DATE: _____

Geniece Gary Adams

***** APPLICATION MUST BE COMPLETELY FILLED OUT FOR SUBMITTAL*****

FEE: _____ CHECK / MONEY ORDER # _____

If you have any questions please call 973-325-4112 or wobuilding@westorange.org

25-40.2 Permits

d. *Certificate of Continued Occupancy.*

1. Prior to the sale or rental of any existing residential structure containing one (1) unit or more, a Certificate of Continued Occupancy must be obtained which shall be issued by the Construction Official or designated agency or department provided with the authority to grant and issue such certificates. The application of such permit shall be made by the owner of record and shall comply with such administrative provisions as required by the Construction Official in accordance with N.J.A.C. 52:27D-198.1. The Certificate of Continued Occupancy shall be proof that the structure in question complies with all health and safety codes of the Township and State of New Jersey, that it is in compliance with all fire safety requirements as set forth in Chapter 18, Section 3 of the Township Code, and that it is in compliance with the Land Use Regulations of the Township or is considered a legal nonconforming use.
2. Prior to the sale or change in occupancy of any unit in an existing commercial structure, a Certificate of Continued Occupancy shall be issued by the Construction Official. The application of such permit shall be made by the owner of record and shall comply with such administrative provisions as required by the Construction Official. The Certificate of Continued Occupancy shall be proof that the structure in question complies with all health and safety codes of the Township and State of New Jersey that it is in compliance with all fire safety requirements as set forth in Section 40.3 of this Chapter of the Township Code, and that it is in compliance with the Land Use Regulations of the Township or is considered a legal nonconforming use.
3. The Certificate of Continued Occupancy shall state the maximum number of persons that may lawfully occupy the premises covered by the certificate. The occupancy number must match the documentation submitted.
4. The fee for requesting the issuance of a Certificate of Continued Occupancy shall be as follows:

Single Unit Residential Dwelling	\$100.00
Two (2) Unit Residential Dwelling	\$150.00
Three (3) Unit Residential Dwelling	\$200.00
Four (4) Unit Residential Dwelling	\$250.00
Five (5) Unit Residential Dwelling	\$300.00
Six (6) Unit Residential Dwelling	\$350.00
Sale or Change in Occupancy of Commercial Space	\$100.00 per unit up to 1,000 square feet or \$0.10 per square foot for 1,001 square feet to 5,000 square feet or \$0.15 per square foot for 5,001 square feet and up.
Reinspection fee	\$50.00

5. It shall be the responsibility of the Tax Assessor of the Township to advise individuals requesting tax assessment searches that a Certificate of Continued Occupancy is required in connection with the sale of any single unit residential dwelling, any sale or change in occupancy of any residential structure containing one (1) or more units or any change in occupancy of any existing commercial unit.
6. Any person seeking a determination from the Construction Official that a Certificate of Continued Occupancy is not required prior to the sale of any existing building, dwelling unit or residence shall pay to the Township a fee of twenty-five (\$25.00) dollars for such determination.
7. Notwithstanding anything to the contrary herein, anyone who obtains title or held an ownership interest without first obtaining a Certificate of Continued Occupancy shall be fully responsible and liable under this ordinance.
8. To the extent that an owner fails to obtain a Certificate of Continued Occupancy and closes title, the owner shall remain liable for a separate violation on each day until a Certificate of Continued Occupancy is issued. This continuing violation for each and every day shall be consistent with Section 25-59b.
9. Any person who serves as an agent, employee or representative of any party to a real estate transaction, including but not limited to any licensed real estate broker, attorneys for seller, buyer, and/or lender may be found liable for a violation hereunder and punished to the full extent of the law.
10. Upon inspection of any building, premises, apartment or any other dwelling unit, the Construction Official, upon finding that the dwelling unit contains only minor violations of this chapter which are not related to the health, safety and welfare of a prospective tenant so as to prohibit occupation of the tenant, may allow a Temporary Certificate of Continued Occupancy to be issued which shall be conditioned upon the property owner's, landlord's or tenant's complying with the provisions of this chapter and the Uniform Construction Code within a reasonable period of time not to exceed thirty (30) days or as per the construction official in writing from the issuance. A permanent Certificate of Continued Occupancy, when all requirements are met within the given time period, shall have no additional fee.
(Ord. No. 2357-12 § 25-40.2)



TOWNSHIP OF WEST ORANGE

415 VALLEY ROAD, WEST ORANGE, N.J. 07052

FIRE DEPARTMENT

FIRE PREVENTION BUREAU

E-mail: Fireprev@westorange.org

Robert D. Parisi

Mayor

Tel: (973) 325-4175

Fax: (973) 669-1080

Peter F. Smeraldo, Jr.

Fire Chief

Thomas Belli

Fire Official

Fire Safety Registration Form

Owners of possible Life Hazard Use businesses must complete and file this form in accordance with the Uniform Fire Safety Act N.J.A.C. 52:27D-192 et seq. Failure to do so may result in a penalty of up to \$1,000.00

Type of Business: _____

1. Type of ownership (check correct type)

Corporation Private/Individual Partnership Condominium Cooperation LLC

Government Agency Other (if other describe type here) _____

2. Business/ Corporation Mailing Address:

Name: _____

Give FULL legal name of ownership, including corporation, Incorporated, Partnership, T/A etc.

Address: _____

PO Box number or street number and name

City: _____ State: _____ Zip Code: _____

Federal Employer (Tax ID) Number Social Security Number (For Private/Individual Only)
In accordance with N.J.S.A. 52:27D-201 and N.J.A.C. 5:3-1.2, voluntary provision of your social security number will ensure the efficiency of its programs notification system.

Telephone: _____ Fax: _____ e-mail: _____

3. Name of Business: _____

Business location: _____

Suite/Room or Floor number: _____ Municipality: _____ County: _____

Block number: _____ Lot number: _____ Telephone number of Business: _____

Height of Building in feet Number of stories Square footage Occupant load

Manager of Business/Person of Contact Hours of Operation Number of Employees

4. Billing Contact:

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____ e-mail: _____

5. Building Owner Information:

Name: _____

Address: _____

City: _____ State: _____ Zip code: _____

Telephone: _____ Fax: _____ e-mail: _____

6. Emergency Contacts:

1. Name: _____ Telephone: _____

2. Name: _____ Telephone: _____

3. Name: _____ Telephone: _____

7. Certification: I certify that all statements made by me on this registration application are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Signature of owner or agent completing this form Date

Printed name of owner or agent completing this form Title

Street address of owner or agent completing this form City

State Zip Code

Telephone of owner or agent completing this form Fax

E-mail of owner or agent completing this form

Return to address on letterhead via fax, mail or e-mail.



TOWNSHIP OF WEST ORANGE

66 MAIN STREET, WEST ORANGE, N.J. 07052

Department of Planning and Development

ROBERT D. PARISI

Mayor

Building and Remodeling in West Orange

A User's Guide to the Regulations

INTRODUCTION

No matter what type of work you are planning to do on your West Orange home or business – from installing a new electrical circuit to building a new garage – you will probably need the permission of the Township to proceed. This document is designed to help you understand the approvals you need to do the work you have in mind, and how to go about getting those approvals.

Why does West Orange need all these rules and regulations? They exist to make sure all structures in the Township remain safe, to make sure the work has been done competently, to comply with state building, fire, electrical, and plumbing codes, to manage the township's growth in accordance with a Master Plan, and to protect and enhance the character of each of our neighborhoods.

There are several types of approval you may need. All changes to your property except those defined as "ordinary repairs" (see page 3) require a permit from the Building Department and a subsequent inspection. You may also need zoning variances (permission to go counter to land use regulations) from the Planning and Zoning Boards, which approve all construction larger than a two-family house and grant permission for most changes to commercial properties. For projects that require major site plan approval, you will also have to submit a site plan to the Site Plan Review Advisory Board (review with a special committee to assist the Planning Board, the Zoning Board and site plan applicant).

In addition, all exterior changes to residential or commercial properties in the Special Improvement District must be reviewed by the Downtown West Orange Alliance, which has been assigned the task of making sure that any changes enhance and improve the appearance of your downtown. Finally, if your property is a designated landmark or is located in a designated historic district, you may need to seek the approval of the Historic Preservation Commission. The various Boards and Commissions are discussed in the "Procedures" sections of this document.

This document is divided into ten sections representing the types of work that require Township approval, and their review:

1. New Construction;
2. Landscape Elements;
3. Additions to Existing Homes and Businesses;
4. Changing the Use;
5. Exterior Remodeling and Renovation;
6. Changes in Ownership or Tenants;
7. Interior Remodeling and Renovation;
8. Signs;
9. Commonly Asked Questions;
10. Procedures (Various Boards).

NEW CONSTRUCTION

If you are starting a new building from scratch, such as a house, store, garage, or storage building, you should do the following:

1. Determine what zone your property is located, and whether your proposed use is permitted to that zone. The zone will also determine specific things such as minimum lot size, minimum setback, and maximum building size. You will need to know these things before you get very far along with your plans. A zoning map is posted in the Planning Department Office. If you need assistance in determining your zone, the Zoning Officer can help you.
2. If you discover that some aspect of your plans does not comply with the requirements of your zone, you will have to either change your plans or apply to the Zoning Board or Planning Board for a variance, or exception, from the requirements. The Zoning Official will be able to tell you whether this is necessary.
3. Certain areas of West Orange have been designated as the Special Improvement District, Historic Districts or Historic Landmarks. If your property is located in one of these areas, a review of the exterior appearance of your project is required.

ADDITIONS TO EXISTING HOMES AND BUSINESS

Generally, all the requirements for New Construction will also apply to additions, whether you add a whole wing or just a deck to your house or building.

If you are adding onto an existing structure, you will be changing the square footage, setbacks, or overall dimensions, and you will have to find out whether you comply with the requirements of your zone.

EXTERIOR REMODELING AND RENOVATION

The kinds of approvals required for this type of project will vary, depending on just what you plan to do.

The following activities are “ordinary repairs,” and do not require permits or approvals:

- Glass replacement (same size and type);

- Replacing less than 25% of existing roofing or siding with same material;
- Replacing gutters or leaders;
- Replacing screens.

In the Special Improvement District, designated Historic Districts and Historic Landmarks, some activities that in other areas of the Township considered “ordinary repairs” will have to be reviewed:

- Painting exterior surfaces;
- Window or door replacement in existing openings;
- Removing or replacing non-structural members such as decorative trim or railings.

Most other changes, regardless of where your property is located, will need permits and approvals. These include such activities as creating new openings, enclosing porches, covering or replacing existing siding with other materials, adding awnings, or installing a whole roof. You should contact the Building Department to determine if a permit or approval is required.

INTERIOR MODELING AND RENNOVATION

As with exterior remodeling, there are interior projects that will not require a building permit because they are considered “ordinary repairs”. They include:

- Installing or replacing wallpaper, plaster, or drywall on an existing wall in a one-family or two-family house. (However, paneling will require a permit);
- Repairing or replacing trim or moldings;
- Installing or replacing flooring materials except carpeting. (However, carpeting is an ordinary repair in a one-family or two-family house.);
- Installing roll or bat insulation adjacent to an interior finish;
- Repairing the working parts of a plumbing fixture, faucet, or clearing a drain;
- Replacing an existing electrical receptacle or lighting fixture;
- Replacing smoke detectors;
- Repairing furnaces, air conditioners and ducts.

For other activities, you should check with the Building Department to determine if permits are required.

SIGNS

All signs require permits for approvals.

The requirement for the size, type, and design of a sign vary from zone to zone. Therefore, if you are planning on installing a new sign or changing an existing one, you must first check with the Zoning Official to verify the zone of your property. This will determine the type of sign you may install.

If your business is located in the Special Improvement District, a designated Historic District or a Historic Landmark, the sign’s design will need to be reviewed as well.

LANDSCAPE ELEMENTS

Such things as new fences, driveways, parking lots, walkways, and some tree work will require a permit. As with signs, the requirements vary, depending on what zone your

property is located. You should contact the Zoning Official to determine which requirements apply to your property.

Again, these items may require additional review if your property is in the Special Improvement District, a designated Historic District or a Historic Landmark.

CHANGING THE USE

Changing the use of a building or property often requires the approval of the Zoning Board, in addition to any building permits required for modifying the building. For instance, if you wish to convert a single-family house to apartments, you will have to check to determine if the additional units are permitted in your zone; if not, you will need to seek a use variance before you make the conversion. Similarly, if you want to change the use of a building to something other than its previous use, you will need to get the necessary permits and approvals.

Contact the Zoning Official to determine the permitted uses in your zone, and if additional requirements will be necessary (such as adding some parking spaces).

CHANGES IN OWNERSHIP OR TENANTS

For some properties, if there is a change in ownership, or if a new tenant moves into a rental property, a Certificate of Continued Occupancy will need to be obtained from the Building Department. An inspection will be necessary before the Certificate can be issued, to examine the safety and habitability of the property. This applies to dwellings with three or more units, and for all properties in the Special Improvement District.

Contact the Building Department for further information.

COMMONLY ASKED QUESTIONS

What happens if I start the work without a permit?

The Construction Official will place a “Stop Work Order” on the work, and you will be fined. If the work does not comply with requirements of the building codes or any other boards whose approval is required, you may have to disassemble the work you completed and return the property to the way it was before you started. Obviously, it is best to obtain all permits and approvals before starting work.

How many layers of roofing can I have on my house or building?

Two layers are the maximum permitted. If you have two roofs and you want to install a new one, you will need to remove at least one, and perhaps all older layers before you start.

Are there regulations on fences?

Yes. Check with the Zoning Official for information on the size, location, and materials that are permitted for fences in your area.

The sidewalk in front of my property is in poor condition. Who is responsible for repairing or replacing it?

Property owners are responsible for repairing sidewalks. You should contact the Engineering Department for information on permits: (973)325-4160.

Are permits required for tree removal?

Yes, permits are required for cutting or removing any tree, with the exception of nurseries, garden centers, orchards, and properties of half an acre or less that contain a residence. Contact the Township Forester for more information: John Linson (973)325-4015.

How long does it take to get a building permit?

If all the information in your application is complete, the Building Department has up to twenty (20) working days to issue your permit. Usually the permit process takes only a few days, but more time may be necessary to allow the inspectors to visit the property.

Should I hire a lawyer to assist me in obtaining the approvals I need?

If your application must go before the Zoning or Planning Board, you may want to hire a lawyer to help you. For simpler projects, the Planning Department will assist you.

When should I hire an Architect or Engineer?

If the project is for a single-family house that is for your own residence, you do not have to hire an architect, although it is a good idea. All other projects, whether for a two-family residence or a residence for someone else, or for a business, require the use of an architect or engineer, to ensure that the project will be executed safely and in accordance with established standards.

Can I appeal the decision of a board, commission, or official that reviews my project?

All decisions may be appealed within a certain period. If you are considering making an appeal, you should immediately contact the Planning Department to learn which deadlines and procedures apply to your project.

After I receive my permits, what do I do?

You may proceed with the project, but inspections may be required at various stages of construction- such as during construction of the foundations, rough- in on mechanical systems, or at the completion of the project- to insure that safe standards are being followed. The inspectors will inform you when inspections are required during the course of the project. Projects must commence within one year of the date of the permit, and must not be interrupted for more than 6 months.

PROCEDURES: PLANNING AND ZONING BOARD

If it has been determined that your project must go before the Zoning Board of Adjustment or Planning Board, you will need to submit a completed application, plus several additional items, depending on the nature of your project. Since the requirements vary from project to project, it is recommended you obtain a copy of the Zoning Ordinances, which outlines in detail what you will have to submit. A copy of the ordinance is \$20.00 and can be purchased from the Planning Department in Township Hall or downloaded from the Township's website. However, here are some general guidelines to give you an idea of the kinds of information that may be required.

- General information on your project, such as the name and address of the owner, location, size of lot, and zone;
- A recent survey of the property, sealed by a licensed professional. The survey must be less than 5 years old;
- For new construction or additions, plans and elevations drawn to scale;
- For large or complex projects, a traffic survey and environmental survey;

- A list of the variances that are needed and are being requested;
- A certified list of all property owners within 200 feet of the property for notification purposes;
- Certification from the Tax Collector that your tax payments are current;
- A legal notice in the local newspaper ten days before the Board reviews your project;
- Fees of \$75 dollars or more, depending on what variances are required;
- Twenty sets of all information, for distribution to all Board members and appropriate officials (Fire, Police, Planning, Engineering Departments, Environmental Commissions, Historic Preservation Commission, and Downtown West Orange Alliance).

It is important for your application to be complete when submitted, with all the required materials included; otherwise your project will meet with delays.

For a major site plan, the Site Plan Review Advisory Board, comprised of the Director of Planning, Township Engineer, Planning Board member, Zoning Board of Adjustment member, Zoning Official, Construction Official and representatives of the various Township departments, will hold a preliminary meeting prior to the public meeting, to identify any additional information that is needed, or any special problems. This spares the applicant the time and expense of going through a publicly advertised meeting, only to learn that there are additional items that must be addressed.

After an application is deemed complete, your application will be heard at a public meeting before the Planning Board or Zoning Board of Adjustment. (Application review can take up to 45 days but usually less – the time it takes for the project review can vary from 45 days to 120 days or more, depending on the type of project and the variances requested.)

Once the Planning or Zoning Board has made a decision, the decision must be memorialized in a Resolution written by the Board Attorney, and the Board must approve the Resolution. The appropriate officials must also sign final site plans and subdivision maps before the building permits can be issued. Approvals must be acted upon with certain time limits, or they will expire.

SPECIAL IMPROVEMENT DISTRICT (MAIN STREET) REVIEW

The purpose of design review within West Orange’s downtown area is to improve the image of this area, by improving the quality of design in the projects and improvements that are initiated. It has been shown in hundreds of towns across the nation that this type of design review can improve not only the appearance and attractiveness of downtown, but ultimately increase business as well as property values. Although it takes time to see results, West Orange is striving, through a comprehensive program of incentives, training, and design review, to raise standards and bring about positive change in our downtown area.

If your project involves any exterior work and your property is located within the Special Improvement District (SID) boundaries, the project must be reviewed by the Downtown West Orange Alliance (DWOA). These boundaries encompass an area that includes both sides of Main Street and Valley Road, extending roughly from Freeman Street at the south end to Lourdes Church at the north end. Also included are properties on Washington Street and Harrison Street, and properties located between Main Street and the Orange border south of Washington Street. Since the boundaries are so irregular, you should check with the Planning Department or Building Department if your property is anywhere in this vicinity.

Whenever you apply for a Building Permit or file an application with the Zoning Board or Planning Board, that involves exterior work within the SID, your application is automatically submitted to the DWOA, and the review process is initiated. *It is highly recommended, however, that you consult with the DWOA in the early planning stages of your project, before you finalize your plans or sign any contracts.* They may also be able to make suggestions that will improve the results of your project, and introduce you to programs that may provide you with some assistance. By working together with the DWOA, you can help to assure that your project will be approved without difficulty, and that it will meet a high standard quality.

PROCEDURES: DESIGNATED HISTORICAL DISTRICT AND LANDMARK REVIEW

An ordinance was passed creating a Historic Preservation Commission for West Orange. The Commission is responsible for identifying and designating Historic Districts and Landmarks for the Township. Any exterior work involving properties designated as Landmarks, and any properties located within designated historic districts, is subject to review by the Commission. The purpose of the designation and review procedures is to protect historic resources, which give the Township its unique character. This not only benefits today's citizens, who can enjoy these visible reminders of our heritage, but ensures that future generations will also be able to enjoy them.

Any work that will affect the exterior of a property in a Historic District, or an individually designated Landmark, must be submitted to the Historic Preservation Commission for review. The applicant must provide current photographs of the property, historic photographs if available, a written description of the work proposed, specifications for any materials that will be used, and architectural drawings if applicable. The applicant will be notified within fifteen (15) days if further information is needed.

**Township of West Orange
Department of Planning & Development
66 Main Street, Room 217
West Orange, New Jersey 07052**

If you have any questions, call the appropriate number below or stop in. Office hours are from 8:30 A.M -4:30 P.M. The Building Inspectors and Zoning Official have varied hours, so it is recommended that if you must speak to one of them, you should call first.

Building Department Technical Assistant: 973-325-4112
Construction Official: 973-325-4114
Downtown West Orange Alliance: 973-325-4109
Electrical Inspector: 973-325-4117
Fire Inspector: 973-325-4220
Planning & Development Administration: 973-325-4110
Planning Board Secretary: 973-325-4111
Plumbing Inspector: 973-325-4112
Property Maintenance Inspector: 973-325-4115
Zoning Board Secretary: 973-325-4108
Zoning Official: 973-325-4119

Although this document is designed to provide accurate information, laws, and regulations are constantly subject to change. Additionally, this document is meant only as a general, introductory guide, and cannot provide the kind of in-depth information that your project may require. Applicants should contact the Department of Planning and Development to learn the latest information, and may need to engage a lawyer, architect, engineer, or other professional to assist in the approval process.



TOWNSHIP OF WEST ORANGE

66 MAIN STREET, WEST ORANGE, N.J. 07052

Department of Planning and Development

ROBERT D. PARISI
Mayor

GENIECE GARY-ADAMS
Zoning Officer

Tel: (973) 325-4119

Fax: (973) 325-6359

Email: zoningofficial@westorange.org

TEN TIPS THAT WILL KEEP WEST ORANGE BEAUTIFUL:

The appearance of commercial establishments is an integral part of our community and may influence entire neighborhoods. The Township would like to send a positive message to those business owners and operators that have taken the initiative to enhance their establishments and make West Orange more appealing. Hopefully, all commercial proprietors will follow this lead and use the tips below to improve and maintain their property.

- Keep building exteriors in good repair by fixing cracks in the foundation and replacing broken windows, doors and torn awnings.**
- Paint or re-surface exteriors when needed to create a clean fresh look.**
- Maintain exterior grounds, parking areas and adjacent sidewalks free of litter and debris and in good repair.**
- Maintain refuse storage areas daily, arrange for disposal regularly to prevent accumulation and replace receptacles when needed.**
- Remove unsightly weeds and replace with flowers or grass.**
- Maintain exterior fencing, lighting, flower boxes or other exterior structures in good repair.**
- Keep the area around the litter receptacles near your establishment free of litter and debris and please do not use them for business garbage.**
- Place signs and advertisements in a neat and organized fashion.**
- Recycle.**
- Take pride in your establishment and the Township of West Orange.**

