



## TOWNSHIP OF WEST MILFORD

1480 Union Valley Road  
West Milford, NJ 07480

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Dear Temporary Outdoor Commercial Sales Event/Farmers Market Applicant,

Please complete the attached form at least 60 days prior to the event to avoid delays.

The application must be submitted to the Planning & Building Department for circulation and subsequent review by: the Health Dept., Police Dept., DPW/Engineering Dept., Recreation Dept., Fire Safety Dept., and then back to the Planning/Building Dept. for review & approval. If a particular department requires additional information that department will contact the applicant directly. After each department reviews and approves the application, it will be forwarded to another department for their review.

The applicant is required to adhere and perform all requests per department. Please do not hesitate to ask for help. The Zoning Officer will issue the permit after all departments have approved and the applicant has submitted all required documentation.

Please provide on a separate sheet a detailed description of the event along with a sketch or site plan (hand drawn accepted) depicting parking, signage, kiosks, stages, solid waste receptacles, tents, trailers, etc. The provided information will assist all departments to expedite approvals in a timely manner.

If the event is held on West Milford Township property, a certificate of liability insurance is required, naming West Milford Township additional insured for \$1,000,000.00. This is also due upon receipt of the application.

The application process will begin and end in the Planning/Building Dept. The application fee is \$50.00, due upon receipt, and subsequent to review and approvals from the Departments noted above, the applicant will receive a "Temporary Outdoor Commercial Sales Event Permit" issued by the Zoning Officer. For further information, please contact the Planning/Building Dept. at 973-728-2780.

Thank you, for your cooperation.

Sincerely,  
Township of West Milford  
Planning & Building Department



**TOWNSHIP OF WEST MILFORD**  
**TEMPORARY OUTDOOR COMMERCIAL SALES EVENT PERMIT**  
**FARMERS MARKET APPLICATION**  
 (Attach all pertinent Plans and/or Documentation)

Fee: \$50.00

Check# \_\_\_\_\_

Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Phone# \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_

- Date of Activity: From: \_\_\_\_\_ To: \_\_\_\_\_ Time: \_\_\_\_\_
- Township Owned Property? *Yes/No* Insured? *Yes/No* Non Profit Agency? *Yes/No*
- Type of Activity: \_\_\_\_\_
- Location Address of Activity: \_\_\_\_\_
- Location Block #: \_\_\_\_\_ Lot# \_\_\_\_\_ Zone: \_\_\_\_\_
- Name of Contact Person: \_\_\_\_\_ Phone # \_\_\_\_\_

*Will there be any of the following (Please circle appropriate answer:)*

Preparation of Food?	<i>Yes/No</i>	Solid Waste Receptacle Provided?	<i>Yes/No</i>
On-Site Food Vendors?	<i>Yes/No</i>	On-Site Tents, Structures, Trailers?	<i>Yes/No</i>
Amplified Music	<i>Yes/No</i>	Temporary Signage?	<i>Yes/No</i>

Anticipated Number of Persons: \_\_\_\_\_ Amount of Parking Spaces Provided: \_\_\_\_\_

Number of Toilet Facilities Available: \_\_\_\_\_ Medical Facilities Available? *Yes/No*

**AFTER ALL DEPARTMENTS HAVE REVIEWED PLEASE RETURN TO THE  
 PLANNING/BUILDING DEPARTMENT FOR ISSUANCE OF A PERMIT. Please note the Township  
 Administrator must approve for any Township owned properties and the Board of Education  
 Secretary/Business Administrator must approve for BOE properties.**

1) HEALTH DEPARTMENT CONDITIONS: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

2) POLICE DEPARTMENT CONDITIONS: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

3) DPW/ENGINEERING CONDITIONS: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

4) RECREATION DEPARTMENT CONDITIONS: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

5) FIRE PREVENTION CONDITIONS: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

6) TOWNSHIP ADMINISTRATOR CONDITIONS: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

7) BUILDING DEPARTMENT CONDITIONS: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_