



Township of West Milford

1480 Union Valley Road, West Milford, NJ 07480

DEPARTMENT OF BUILDING - ZONING

(973) 728-2759 or 2796 Fax (973) 728-2843

zoning@westmilford.org or zoningclerk@westmilford.org

TEMPORARY OUTDOOR COMMERCIAL SALES/ACTIVITY EVENT AND FARMERS MARKET PERMIT APPLICATION INSTRUCTIONS

Please complete the application for a temporary outdoor commercial sales/activity event **at least 60 days prior to the event to avoid delays.** All pertinent plans and required documentation, including the \$50.00 fee (check or cash) must be submitted to the Building-Zoning Department along with the application.

Please provide 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 to be held on West Milford Township property, a certificate of liability insurance is required, naming West Milford Township as additionally insured for \$1,000,000.00. This must also be submitted with the application.

The application fee is \$50.00 (check or cash) and is due upon submission of the application. Upon receipt of payment, the application and all documentation will be reviewed by the following departments: Health, Police, DPW, Engineering, Recreation, Fire Safety, Administration, and Building before a final review by the Zoning Officer. If any department requires additional information, they will contact the applicant directly. The applicant is required to adhere to and perform all requests and conditions from each department.

After the application has been reviewed and approved by all the departments, the Zoning Officer will issue the permit. The applicant will then receive an email with the "Temporary Outdoor Commercial Sales Event Permit" attached.

For further information, please contact the Zoning Department at 973-728-2759 zoning@westmilford.org or zoningclerk@westmilford.org.



Township of West Milford
TEMPORARY OUTDOOR COMMERCIAL SALES EVENT
AND FARMERS MARKET PERMIT APPLICATION
(Attach all pertinent plans and documentation)

Fee: \$50.00
 Check #: _____
 Date: _____

Applicant's Name _____ Email _____

Applicant's Mailing Address _____ Phone # _____

Type of Activity _____

Start Date _____ End Date _____ Time: _____

Location Address of Activity _____ Block _____ Lot _____ Zone _____

Name of Contact Person: _____ Phone # _____

Anticipated Number of Persons _____ Amount of Parking Spaces Provided _____ Number of Toilet Facilities Available _____

Check any of the following that apply:

- Township Owned Property _____ BOE Owned Property _____ Insured _____ Non Profit Agency _____
 Food Preparation _____ On-Site Food Vendors _____ Amplified Music _____ Solid Waste Receptacle Provided _____
 On-Site Tents, Structures, Trailers _____ Temporary Signage _____ Medical Facilities Available _____

AFTER ALL DEPARTMENTS HAVE REVIEWED, PLEASE RETURN TO THE BUILDING/ZONING DEPARTMENT FOR ISSUANCE OF A PERMIT. PLEASE NOTE THAT THE BUSINESS ADMINISTRATOR/BOARD SECRETARY MUST APPROVE EVENTS FOR BOE OWNED PROPERTIES.

HEALTH OFFICER CONDITIONS: _____

Signature: _____ **Date:** _____

POLICE CHIEF CONDITIONS: _____

Signature: _____ **Date:** _____

DPW CONDITIONS: _____

Signature: _____ **Date:** _____

ENGINEERING CONDITIONS: _____

Signature: _____ **Date:** _____

COMMUNITY SERVICES & RECREATION DIRECTOR CONDITIONS: _____

Signature: _____ **Date:** _____

FIRE MARSHAL CONDITIONS: _____

Signature: _____ **Date:** _____

TOWNSHIP ADMINISTRATOR CONDITIONS: _____

Signature: _____ **Date:** _____

CONSTRUCTION OFFICIAL CONDITIONS: _____

Signature: _____ **Date:** _____