

# **CERTIFICATE OF OCCUPANCY APPLICATION**

---

## LODI PLANNING BOARD

### CHECKLIST FOR CERTIFICATE OF OCCUPANCY

The Planning Board meets the second Wednesday of every month in the Council Chambers of the Municipal Building at 7:00 PM. The Applicant and the Property Owner must be present in order for the application to be heard.

The Applicant must complete the application and submit it to the Zoning Department at least **10 DAYS PRIOR TO THE MEETING DATE**. The application must include the following:

- ( ) 14 copies of the survey, drawings, and architectural plans which depict the subject property and the proposed space to be occupied by the Applicant
- ( ) 14 copies of a survey no older than 10 years. If the survey is older than 10 years, it may be accompanied by a duly executed Survey Affidavit. The Planning Board shall have the sole discretion to waive a survey if the Planning Board determines that a decision on the application can be made without it.
- ( ) 14 copies of architectural drawings or any other drawings the Applicant intends to rely upon in support of its application.
- ( ) Check made payable to the Borough of Lodi in the amount of \$1,500.00 for the professional review escrow for attorney fees, engineer fees and other professionals that the Board may require.
- ( ) Check made payable to the Borough of Lodi in the amount of \$250.00 for the application fee.
- ( ) Property Taxes must be current (see the Application)

Has this property ever previously been in front of the Planning or Zoning Board:

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, you must attach a letter explaining the reason you went and any copies of the Resolution.

- ( ) If the Application is a corporation, LLC or any other legal entity organized under the laws of the State of New Jersey, the Applicant must be represented by an attorney.
- ( ) The Application and all required documents must be collated into 14 separate packages and delivered at one time and in one envelope.

You will receive verbal or written confirmation of your appearance at the Planning Board meeting.

BOROUGH OF LODI  
LODI PLANNING BOARD  
**APPLICATION FOR A CERTIFICATE OF OCCUPANCY**

1. **Applicant Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_  
**Email:** \_\_\_\_\_
  
2. **Property Owner's**  
**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_  
**Email:** \_\_\_\_\_
  
3. **Name and Location of Property:** \_\_\_\_\_  
**Block #** \_\_\_\_\_ **Lot #** \_\_\_\_\_ **Zone:** \_\_\_\_\_
  
4. **Present Use of Space/Area To Be Occupied:**  
\_\_\_\_\_  
\_\_\_\_\_  
-  
\_\_\_\_\_
  
5. **Proposed Use of Space/Area To Be Occupied:**  
\_\_\_\_\_  
\_\_\_\_\_
  
6. **Reasons for Requesting a Certificate of Occupancy:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
7. **Brief Description of proposed construction, renovation or demolition (if applicable):**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
8. **Number of Employees:** \_\_\_\_\_
  
9. **Days and Hours of Operation:** \_\_\_\_\_
  
10. **Applicant Must Submit a Floor Plan**

11. Attachments (check ones that apply):

Survey: \_\_\_\_\_ Architectural Drawings: \_\_\_\_\_ Other: \_\_\_\_\_

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

Applicant's Signature

**This application must be signed by the Borough Tax Collector confirming all real estate taxes are current.**

Applicant: \_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Taxes are current as of \_\_\_\_\_

\_\_\_\_\_  
Tax Collector or Tax Collector Clerk

**(If The Applicant Is Not The Owner)**

I certify that I am the owner of the subject property, that I have authorized the Applicant to make this application and that I agree to be bound by the application, the representations made and the decision rendered by the Board in the same manner as if I were the Applicant.

Sworn to and Subscribed before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
\_\_\_\_\_  
Owner

A Notary Public/Attorney at Law of the State of New Jersey  
My commission expires: \_\_\_\_\_