



Borough Of Montvale

12 Mercedes Drive
Montvale, NJ 07645
(201) 391-5700

Planning Board Use Permit Application

Instructions:

1. Answer all questions on this application form
2. Return to the Planning Board Secretary:
 - Three (3) completed applications with original signatures on each
 - Seventeen (17) photocopies of the completed and signed application
 - [Filing Fee](#) (Zoning Ordinance Section 128-8.6H)
3. After submission, the applicant will be advised by the Board Secretary as to when this matter will be heard by the Montvale Planning Board
4. All applicants are required to appear at the scheduled meeting. If the applicant is a corporation and/or LLC, appearance and representation by a licensed NJ Attorney is required.
5. Taxes must be current on property in question in order for this application to be heard
6. A list of employee zip codes or name of town of employee origination must be included with application (absent this list, the application will be deemed incomplete)

Name, current address and phone number of the applicant (or tenant):

1a. Name of Applicant: _____

1b. Street: _____

1c. Town /State/Zipcode: _____ - _____

1d. Phone: _____

1e. Fax: _____

1f. Email: _____

If the applicant is represented in this application by a NJ attorney, the attorney's name, firm, address, and phone number must be listed here:

2a. Name of Attorney: _____

2b. Firm: _____

2c. Street: _____

2d. Town /State/Zipcode: _____ - _____

2e. Phone: _____

2f. Fax: _____

2g. Email: _____

Name, current address and phone number of the building owner/landlord:

3a. Name of Landlord/Owner: _____

3b. Street: _____

3c. Town /State/Zipcode: _____ - _____

3d. Phone: _____

3e. Fax: _____

3f. Email: _____

The building intended to be occupied:

4a. Block #: _____ 4b. Lot #: _____

4c. Street: _____ 4d. Zone: _____

4e. Approximate size of entire building: (in square feet) _____

4f. Size of premises within the building to be occupied: (in square feet) _____

4g. Do you currently occupy any space in the subject building? YES NO

4i. Date applicant intends to occupy the premises: _____

4j. Nature of the present use of premises or, if vacant, use immediately prior to intended use proposed by applicant:

4k. Name of prior business occupying this space: _____

4l. Intended use of premises. Be specific::

4m. Number of rooms or offices contained on premises:

4n. Nature of proposed alterations intended, if any:

4o. Proposed days and hours of operation:

Employees, parking, and signs:

- 5a. Number of employees that will occupy the premises: _____
- 5b. Number of parking spaces required for employees: _____
- 5c. Number of parking spaces required for visitors: _____
- 5d. Total number of parking spaces provided for in lease: _____
(provide either the number of parking spaces or state 'parking in common' with other tenants)
- 5e. Number of parking spaces that are physically marked or assigned for your use only on site: _____
(i.e. sign that states Parking for ABC Company only)
- 5f. Total number of parking spaces on site: _____
(provide either the number of parking spaces or state 'parking in common' with other tenants)
- 5g. Will any outdoor signs be required by applicant? YES NO

Additional information, if any:

6a. Additional information, if any:

Signature of Applicant

Print/Type Applicant Name

Signature of Owner/Landlord Consenting to Application

Print/Type Owner/Landlord Name

I certify this to be a true copy of the Use Permit application approved by the Planning Board of the Borough of Montvale, at its meeting held on Tuesday, _____, 20_____.

Secretary of the Montvale Planning Board

Within 30 days of the approval, the applicant or his representative must deliver a copy of this use permit form, signed by the Secretary of the Board, to the Montvale Building Department for final processing and issuance of a certificate of occupancy, along with the payment of all required fees. Failure to deliver a signed copy within the prescribed time period may result in a denial of a certificate of occupancy and reappearance before the Montvale Planning Board may be required.