



# BOROUGH OF WOODCLIFF LAKE

188 PASCACK ROAD, P.O. BOX 8619, WOODCLIFF LAKE, NEW JERSEY 07677

BUILDING DEPARTMENT  
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## APPLICATION FOR A CERTIFICATE OF CONTINUED OCCUPANCY RESALE OF COMMERCIAL PROPERTY

BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_ ZONE: \_\_\_\_\_ DATE: \_\_\_\_\_

Address of subject property: \_\_\_\_\_

Present owner of property: \_\_\_\_\_

Address of property owner: \_\_\_\_\_

Telephone number: (Home) \_\_\_\_\_ (Business) \_\_\_\_\_

Name of new owner: \_\_\_\_\_

Address of new owner: \_\_\_\_\_

Telephone number of new owner: Home \_\_\_\_\_ Business \_\_\_\_\_

Description of use for premise: \_\_\_\_\_

Proposed closing date: \_\_\_\_\_

Application is hereby made for a Certificate of Continued Occupancy for the subject property indicated above:

Signature of new owner: \_\_\_\_\_ Date: \_\_\_\_\_

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### FOR OFFICE USE ONLY

\$150 Fee: \_\_\_\_\_ Received by: \_\_\_\_\_ Date: \_\_\_\_\_

COMMENTS:

Date CCO Issued: \_\_\_\_\_ Signed: \_\_\_\_\_

**Purpose for which application is made:**

Block \_\_\_\_\_ Lot \_\_\_\_\_ Zone \_\_\_\_\_

1. Location of property \_\_\_\_\_

2. Name of new owner \_\_\_\_\_

3. New owner's address \_\_\_\_\_

4. Telephone number (business) \_\_\_\_\_ (residence) \_\_\_\_\_

**Proposed use:**

a. Type of business \_\_\_\_\_

b. Hours of operation \_\_\_\_\_

c. Days of operation \_\_\_\_\_

d. Number of employees \_\_\_\_\_

e. Number of off-street parking spaces provided \_\_\_\_\_

f. Number of trucks/trailers owned \_\_\_\_\_

g. Description of trucks/trailers \_\_\_\_\_

h. Description of manufacturing equipment/process \_\_\_\_\_

i. Chemical/hazardous materials anticipated \_\_\_\_\_

j. Air/water discharge anticipated \_\_\_\_\_

k. Outdoor storage activities planned \_\_\_\_\_

l. Square footage of area: Office \_\_\_\_\_ Retail \_\_\_\_\_

Take-out food service \_\_\_\_\_ Restaurant \_\_\_\_\_ # seats \_\_\_\_\_

Other \_\_\_\_\_