

INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR TENANCY REVIEW

In order to assure that all nonresidential activities permitted in the Township meet minimum performance standards, all nonresidential activities proposed in the Township must complete and return a Tenancy Review Application to the Township Planning and Zoning Department for processing.

Tenancy Review Approval does not constitute authority to occupy the building. A proper CERTIFICATE OF OCCUPANCY must be obtained from the Code Enforcement Department in order to occupy the building.

- All requested information must be provided or the application will be returned unprocessed.
- All required signatures must be provided or the application will be returned unprocessed.
- If any question is not applicable to your specific situation, please do not leave the answer blank, simply write "N/A" on the space provided.
- If the answer to any question is "None," then simply write "None" on the space provided. Please do not leave the space blank.

Contact Information

- Q#1:** Provide the Name of the Tenant (business) that is going to occupy the proposed space (Use the name that will be on signs, stationary etc.)
Provide the current address of the contact person for the proposed Tenant
Provide the name of the contact person and a phone number
- Q#2:** Provide the Name of the Applicant, the person who is filling out form and applying for the review (usually the Tenant). Provide an address and Telephone number.
- Q#3:** Provide the Name of a Contact Person in case there are any questions.
- Q#3a:** Provide the Name of the Owner of the Property in which the proposed space is located
- Q#4:** Provide the Name of the Property Owner's Association if any (a letter from the Association giving permission for tenancy must be included)

Property Information

- Q#5:** Provide the Block, Lot, Acreage, and Zone of the Property in which the proposed space is located

- Q#6:** Provide the Street Address – the exact location of the Property in which the proposed space is located – multi-tenant buildings **must** supply a suite number
- Q#7:** Provide the Total Square Footage of the building in which the proposed space is located
- Q#8:** Explain the existing tenant’s operation or, if vacant, the use that was previously located at the proposed space

Proposed Use

- Q#9:** Proposed Activity – check one
- New building – no previous uses
 - Change of Use: the proposed tenant is a new tenant and their proposed use is different from the use that is existing or was previously existing at the proposed space
 - Change of Occupancy: the proposed tenant is a new tenant and their proposed use is the same as the use that is existing or was previously existing at the proposed space – no change of use, just a change in tenant
 - Extending, Enlarging or Renovating existing Tenant Space – the proposed tenant is already a tenant at the proposed Property and is taking additional space in the same building or a building located at the same Block and Lot; or an existing tenant is enlarging their space with adjacent space; or an existing tenant is renovating their existing space
 - Home Professional Office/Home Occupation – the proposed activity will be conducted from a residential dwelling
- Q#10:** Within the total square footage of the building, how much space (in square footage) is the proposed tenant going to utilize?
- Q#11:** Describe the scope of the proposed activity – What kind of use is proposed? Will there be any public access? What is involved with the proposed activity? Etc.
- Q#12:** All applications for compliance with nonresidential performance standards must include an Environmental Impact Statement (EIS) unless otherwise exempted from Section 62-1731 (*See Section 62-1731 for requirements and exemptions of the EIS*) – Check off whether an EIS is attached or a separate Waiver request is attached
- Q#13:** Identify the North American Industry Classification System (NAICS) number (6 digit code). A copy of the NAICS code list is available at the Planning and Zoning Window, if needed or on the OSHA website on the internet.
- Q#14:** Identify all non-hazardous materials to be processed, stored, sold or disposed of on site. Specify quantities.
- Q#15:** Provide the total number of anticipated employees who will work at the proposed location
- Q#16:** Provide the hours and days of operation – start time and end time

- Q#17:** Describe all water usage that will occur at the site (If water usage is limited to typical bathroom use – “typical domestic” may be written on the application)
- Q#18:** Describe all traffic that is going to be generated by the proposed use (include employee commute, deliveries, public contact, etc.)
- Q#19:** Identify all hazardous materials to be processed, stored, sold or disposed of at the proposed site. MSDS must be provided. (If there are no hazardous materials processed, stored, sold or disposed of at the proposed site, “None” may be written on the application)
- Q#20:** Describe the type and quantity of both liquid and solid hazardous waste. Identify the licensed waste hauler and disposal site. (If there are no hazardous materials processed, stored, sold or disposed of at the proposed site, “none” may be written on the application)
- Q#21:** Describe any pollutants or nuisances that may potentially enter the environment as a result of the proposed activity
- Q#22:** If the proposed use requires county, state or federal permits in order to operate, identify all county, state or federal permits required for the proposed use. If permit is pending, provide proof that the permit has been applied for
- Q#23:** If the proposed activity exists elsewhere, provide the size and location of existing operations
- Q#24:** The attached Recycling Plan must be completed for approval or application will be returned unprocessed (If there are any questions in filling out the Recycling Plan, you may contact the Recycling Department at 329-4000 x7274)
- Q#25a:** A Site Plan must be submitted or application will be returned unprocessed. The Site Plan is used to determine compliance with local codes as well as to determine if adequate parking exists on the site. Therefore, the Site Plan must include the locations of all existing structures, roads, parking spaces, and adjacent land uses.
- Q#25b:** A Floor Plan must be submitted or application will be returned unprocessed. The Floor Plan is used to determine compliance with local codes and to verify the space that is to be occupied. Therefore, a Floor Plan indicating the Total Space to be occupied must be submitted.
- Q#26:** As per Ordinance 33-05, each tenancy review application shall be accompanied by a one-time fee in the amount of \$50.00, payable to South Brunswick Township. Fee is not applicable if Tenancy Review application was denied and this is a resubmission of information for same tenant, same space.
- Page 4 – Signatures –** There are sections for tenant’s signature, applicant’s signature and property/building owner’s signature. All three sections must be completed and signed, even if all three will be the same.