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.