



ORDINANCE NO. 1791

AN ORDINANCE TO AMEND CHAPTER 15.12 – ZONING COMPLIANCE CERTIFICATE

WHEREAS, the Mayor and Council of the Borough of Glen Ridge has found that it is in the public interest to amend Chapter 15.12.

BE IT ENACTED AND ORDAINED, these regulations specifically repeal and replace the following ordinance(s) and regulation(s): Repeal **Chapter 15.12** and replace **Chapter 15.12** titled “**ZONING COMPLIANCE CERTIFICATE**”:

SECTION 1.

Chapter 15.12 ZONING COMPLIANCE CERTIFICATION

Section 15.12.010 Certificate required.

A. A Certificate of Zoning Compliance must be obtained from the Director of Planning and Development or their designee for any of the following:

1. The construction of any building or part of a building, which increases the area of the building, if construction requires the issuance of a Uniform Construction Code Certificate of Occupancy;
2. Occupancy and use of vacant land;
3. Occupancy and use or change in the occupancy, tenancy, ownership or use of any building (whether due to a transfer of title or a rental or re-rental of a building or any portion thereof);
4. Change in the use of land or part of a lot;
5. Where in the judgment of the Director of Planning and Development it is deemed necessary.

B. No occupancy, use or change of occupancy, ownership or use shall commence until an application for a Certificate of Zoning Compliance shall have been made to the Director of Planning and Development and a Certificate of Zoning Compliance therefor shall have been issued by the Director of Planning and Development or their designee.

Section 15.12.015 Items of Inspection for transfer of any residential property

The following shall be verified by the Director of Planning & Development or their designee prior to the issuance of a Zoning Compliance Certification:

1. The proposed use is in conformance with the zoning ordinance or applicable approvals.
2. Smoke and carbon monoxide alarms and portable fire extinguishers are installed and functioning in accordance with the Uniform Fire Code.
3. The water supply lines leading from the curb valve to the water meter box in the structure shall be composed of a material other than lead or galvanized steel. The foregoing requirement shall be verified by physical inspection by a licensed plumber and a copy of the reports indicating compliance or non-compliance and remediation, as applicable, shall be maintained in the records of the Building Department.
4. The property street address number shall be displayed and visible from the public right-of-way by use of Arabic numerals no smaller than 4" in height.
5. The sidewalk in the public right of way in front of the property must not be out of line or grade or broken or out of repair or otherwise in need of reconstruction or repair. All sidewalks shall be maintained in a level, nonhazardous condition. The foregoing requirement shall be verified by physical inspection and a copy of the reports indicating compliance or non-compliance and remediation, as applicable, shall be maintained in the records of the Building Department.
6. The buyer acknowledges in writing, in a form to be supplied by the Building Department or otherwise acceptable to it, that the subject property is within/not within the Glen Ridge Historic District. A copy of the acknowledgment shall be maintained in the records of the Building Department.
7. All construction permits and property maintenance violations must be closed, unless authorized by the Director of Planning and Development.

Section 15.12.020 Items of Inspection for change in tenant for one, two and three family structures

The following shall be verified by the Director of Planning & Development or their designee prior to the issuance of a Zoning Compliance Certification:

1. The proposed use is in conformance with the zoning ordinance or applicable approvals.
2. Smoke and carbon monoxide alarms and portable fire extinguishers are installed and functioning in accordance with the Uniform Fire Code.
3. The water supply lines leading from the curb valve to the water meter box in the structure shall be composed of a material other than lead or galvanized steel. The foregoing requirement shall be verified by physical inspection by a licensed plumber and a copy of the reports indicating compliance or non-compliance and remediation, as applicable, shall be maintained in the records of the Building Department.
4. The property street address number shall be displayed and visible from the public right-of-way by use of Arabic numerals no smaller than 4" in height.
5. The sidewalk in the public right of way in front of the property must not be out of line or grade or broken or out of repair or otherwise in need of reconstruction or repair. All sidewalks shall be maintained in a level, nonhazardous condition. The foregoing requirement shall be verified by physical inspection and a copy of the reports indicating compliance or non-compliance and remediation, as applicable, shall be maintained in the records of the Building Department.
6. The owner acknowledges in writing, in a form to be supplied by the Building Department or otherwise acceptable to it, that the subject property is within/not within

the Glen Ridge Historic District. A copy of the acknowledgment shall be maintained in the records of the Building Department.

7. All construction permits and property maintenance violations must be closed, unless authorized by the Director of Planning and Development.

Section 15.12.025 Items of Inspection for change in tenant for four family unit or greater structures

The following shall be verified by the Director of Planning & Development or their designee prior to the issuance of a Zoning Compliance Certification:

1. The proposed use is in conformance with the zoning ordinance or applicable approvals.
2. Smoke and carbon monoxide alarms and portable fire extinguishers are installed and functioning in accordance with the Uniform Fire Code.
3. The property street address number shall be displayed and visible from the public right-of-way by use of Arabic numerals no smaller than 4" in height.
4. All construction permits and property maintenance violations must be closed, unless authorized by the Director of Planning and Development.

Section 15.12.030 Items of Inspection for change in tenancy or transfer nonresidential property

The following shall be verified by the Director of Planning & Development or their designee prior to the issuance of a Zoning Compliance Certification:

1. The proposed use is in conformance with the zoning ordinance or applicable approvals.
2. Smoke and carbon monoxide alarms and portable fire extinguishers are installed and functioning in accordance with the Uniform Fire Code.
3. The water supply lines leading from the curb valve to the water meter box in the structure shall be composed of a material other than lead or galvanized steel. The foregoing requirement shall be verified by physical inspection by a licensed plumber and a copy of the reports indicating compliance or non-compliance and remediation, as applicable, shall be maintained in the records of the Building Department.
4. The property street address number shall be displayed and visible from the public right-of-way by use of Arabic numerals no smaller than 4" in height.
5. The sidewalk in the public right of way in front of the property must not be out of line or grade or broken or out of repair or otherwise in need of reconstruction or repair. All sidewalks shall be maintained in a level, nonhazardous condition. The foregoing requirement shall be verified by physical inspection and a copy of the reports indicating compliance or non-compliance and remediation, as applicable, shall be maintained in the records of the Building Department.
6. The buyer acknowledges in writing, in a form to be supplied by the Building Department or otherwise acceptable to it, that the subject property is within/not within the Glen Ridge Historic District. A copy of the acknowledgment shall be maintained in the records of the Building Department.
7. All construction permits and property maintenance violations must be closed, unless authorized by the Director of Planning and Development.

Section 15.12.035 Rental Unit Lead Based Paint Inspection

In accordance with P.L. 2021, c.182, all single-family, two-family, and multiple rental dwellings, unless exempted by the law, must be inspected for lead-based paint hazards at every change of tenant and every two years. Owners shall submit a valid "lead-safe certificate" completed by a municipal inspector or a lead evaluation contractor. Any certificate provided through an inspection service shall submit a copy of said contractor's certification by the New Jersey Department of Environmental Protection.

Section 15.12.040 Application for certificate.

Every application for a Certificate of Zoning Compliance shall be made, in writing, in the form of a letter or email, by the owner and shall include a statement of the present use and the intended use of the structure or vacant land and, in the case of new construction, shall be accompanied by a plan drawn to lot and street lines. The inspector shall inspect the premises for which a Certificate of Zoning Compliance is sought within seven business days after his or her receipt of the application and shall issue or refuse to issue a Certificate of Zoning Compliance within seven business days after such inspection. If the Director of Planning and Development refuses to issue a certificate hereunder, he or she shall state, in writing, within seven business days the grounds for such refusal.

Section 15.12.045 Resubmittal of application.

If the Director of Planning and Development or their designee refuses to issue a Certificate of Zoning Compliance, a new application for a Certificate of Zoning Compliance can be submitted at any time that the basis for the refusal has been corrected.

Section 15.12.050 Expiration of certificate—Extension.

If the occupancy and use of a building or of land for which a Certificate of Zoning Compliance has been issued are not commenced within six months after the date of such issuance or such longer period as the Director of Planning and Development may authorize in writing because of the occurrence of conditions unforeseen at the time of issuance, such Certificate of Zoning Compliance shall expire and a new Certificate of Zoning Compliance shall be obtained before such occupancy and use are commenced. No such extension of time for a longer period than ninety days shall be authorized.

Section 15.12.055 Issuance of certificate.

The Director of Planning and Development or their designee shall, after inspection and determination of compliance with the zoning ordinance of the borough, issue a Certificate of Zoning Compliance to the owner.

Section 15.12.065 - Fees.

For transfers of property and change in tenancy for one, two and three family structures, a fee of \$250 shall be paid to the borough as a service charge for the processing of the application and the issuance of a Certificate of Zoning Compliance or a denial of such certificate. A

subsequent inspection is required after the issuance of a denial of certificate, the fee for such reinspection shall be \$50 per additional inspection until compliance is met and certificate is issued.

For change in tenancy for four family and greater structures, a fee of \$100 shall be paid to the borough as a service charge for the processing of the application and the issuance of a Certificate of Zoning Compliance or a denial of such certificate. A subsequent inspection is required after the issuance of a denial of certificate, the fee for such reinspection shall be \$50 per additional inspection until compliance is met and certificate is issued.

For change in tenancy or transfer nonresidential property, a fee of \$250 shall be paid to the borough as a service charge for the processing of the application and the issuance of a Certificate of Zoning Compliance or a denial of such certificate. A subsequent inspection is required after the issuance of a denial of certificate, the fee for such reinspection shall be \$50 per additional inspection until compliance is met and certificate is issued.

Section 15.12.070 Violation—Penalty.

Every person, firm or corporation who shall violate any provision of this chapter shall for each and every violation be subject to a fine of not more than five hundred dollars. Each and every day that such violation continues shall be considered a separate and specific violation of this chapter.

SECTION 2.

All ordinances or parts of ordinances not consistent with the provisions of this Ordinance be and the same are hereby repealed.

BE IT FURTHER ENACTED AND ORDAINED, that this Ordinance shall take effect January 1, 2024.

Ordinance Introduction: Monday, July 10, 2023

Ordinance Adoption: Monday, August 14, 2023

ATTEST:

Stuart K. Patrick
Mayor

Tara Ventola
Municipal Clerk