

Central Business District Parking Requirement Waiver Application

Per Ordinance #2021-25 adopted February 14, 2022, the minimum off-street parking requirements set forth in Section 185-174 of the Village Code may be waived for businesses and tenants located in existing buildings in the Central Business District, Central Business District-1, and Central Business District-2 as long as the Applicant meets the requirements set forth in the Ordinance and which are outlined in this form below.

I. Site Information - Please Print Clearly:

Subject Property Address: _____

Block(s) and Lot(s): _____ Zoning District: _____

Applicant Name: _____

Circle Applicant's Relationship to Property: *Owner, Existing or Prospective Tenant, Legal Representative*

Applicant Address: _____

Phone: (____) _____ Email: _____

If Applicant is not the Property Owner, provide:

Property Owner's Name: _____

Property Owner's Address: _____

Phone:(____) _____ Email: _____

II. I hereby attest that the following is true:

- The existing and proposed space for which the exemption is sought does not exceed 2,500 square feet of net floor area.
- An expansion of any area meant for consumer use does not exceed 300 square feet of gross floor area.
- The proposed use of the Site is permitted within the zone (and not a conditional use).
- The proposed use of the Site is not a medical office, urgent care facility, or event hall.
- If the parking exemption is approved, the Applicant agrees to provide proof of parking permits and/or parking privileges for all employees through the South Orange Parking Authority provided prior to certificate of occupancy.

III. Site Conditions:

- a. Existing size of space to be used for this use: _____
- b. Proposed size of space to be used for this use: _____
- c. Are there other buildings or uses on site, and if so, what: _____
- d. Number of employees on maximum shift: _____
- e. Total existing parking spaces on-site (for all uses): _____

IV. Ordinance Requirements:

- a. Parking Ratio Required per Ordinance: _____
 - *The minimum off-street parking requirements can be found here: https://southorange.municipalcodeonline.com/book?type=ordinances#name=185-174_general_provisions*
 - *Ex: 1 space per 300 SF of retail area, or 2 spaces per dwelling unit*
- b. Number of Parking Spaces Required for this use: _____
 - *For a mixed use building, parking requirements are combined for all uses, and applicant will need to prove that the parking requirement is not exacerbated for all uses on site.*
- c. Number of Parking Spaces Provided on site for this use: _____
 - *If the parking requirement causes a deviation of greater than 15 parking spaces, the exemption cannot be used and the Applicant would need to seek a parking variance from the Planning Board, as applicable.*

V. Application Submission Requirements:

If the proposed use and parking requirements meet the exemption criteria, please submit the following as attachments to this Application for review and approval by the Zoning Official:

- a. Complete and Correct Use Permit application to the Zoning Office, with payment.
- b. A statement of all existing and proposed uses on each floor within the building including a survey or floor plan, as applicable, showing square footage of gross floor area per use.
- c. The location and amount of any onsite parking.

Note: *It is the Applicant's responsibility to provide proof of parking permits and/or parking privileges for all employees through the South Orange Parking Authority provided prior to certificate of occupancy. Businesses operating without submitting such proof are subject to penalties and fines.*

The Zoning Officer will take into consideration the type of development in the area surrounding the location for which this waiver request is made and may reject an Application upon making a finding that there is a substantial need for the Applicant to provide onsite parking or additional information which can lead to required variance relief from the Planning Board.

VI. Applicant Certification

Applicant certifies that all statements and information made and provided as part of this application are true to the best of their knowledge, information, and belief. Applicant further states that all pertinent municipal ordinances, and all conditions, regulations and requirements of site plan approval, variances and other permits granted with respect to said property shall be complied with.

Signature of Applicant: _____ Date: _____

Applicant Name (Please Print): _____

Signature of Property Owner (if different): _____ Date: _____

Property Owner Name (Please Print): _____