



Township of Randolph General Instructions for Fillable Forms

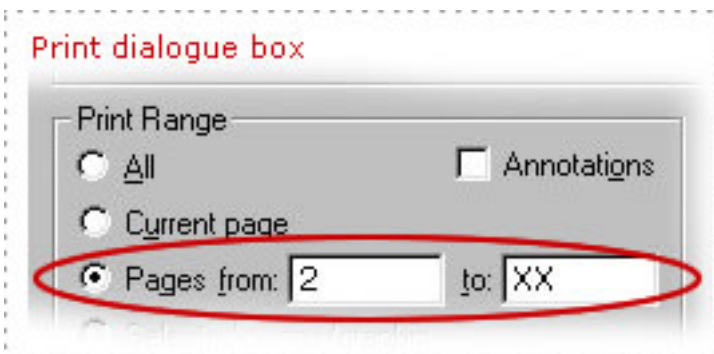
Please note that a fillable form is **NOT** the same as electronic filing and it is not possible to electronically submit a form—you must print it out after entering the information. If the form requires a signature, Randolph must receive the form with an original signature.

IMPORTANT: The free Adobe Reader software cannot save the form with the fill-in data for use at a later time. You can, however, save a blank fillable form for future use. To do this, return to the page containing the link to this form. Instead of clicking on it as you would normally do, right-click and select Save Target As/Save Link As from the pop-up menu which appears. See the “Helpful Hints” section on our [Online Forms](#) page for more information.

- After reading through these instructions, proceed to the first page of this form. Once it’s displayed in your browser window, position the hand pointer inside a form field and click. The hand pointer changes to an I-beam in fields where entering text is permitted.
- Enter your information and then press Tab on your keyboard to go to the next field. You may also use your cursor to move from field to field. Place your cursor in the field you want to fill in and click.
- Once you have filled out the entire form and are ready to print it out, be sure to make note of how many copies you will need. Some forms must be submitted to more than one department and it is recommended you print an additional copy for your records.
- Make sure the cursor is not inside a form field before printing the form. To do this, use the mouse to click in an area of the form where there are no fields (i.e., click your mouse on the Randolph logo).
- Do **NOT** use your web browser’s print function. Instead, use the print button at the left of the Adobe Reader tool bar, which appears immediately above the viewing window.



- Clicking on the print button launches a print dialogue box which gives you several options, including the option to print the entire document or specify a range of pages to print.



Since there is no need to include this instruction page when you print out or submit the form to the Township, we suggest you specify a print range beginning with Page 2 through to the last page of this form.

Caveat: In situations where you need more room than provided for entering information into a field, you will have to attach your

own supplemental information to the printed form. If you can’t see what you’ve entered into a field in its entirety, that means it won’t be visible when printed either.



Township of Randolph
Planning & Zoning
 502 Millbrook Avenue
 Randolph, NJ 07869-3799
 Tel: (973) 989-7080

Zoning Certificate of Occupancy Application

Fee: \$75.00

As per Ordinance #1-01, the following must be completed for a change in ownership or change in tenant of non-residential properties.

Appropriate fees must be submitted with application.

Property Information		
Address		
Block	Lot	Zone

Business Information	
Business Name	
Business Owner	
Telephone (Day)	Telephone (Evening)

Property Owner Information
Name
Address

Use Information
Previous use at location
Proposed use at location

I certify that the answers to the above questions and any statements made on same are true and complete to the best of my knowledge.

 Signature of Applicant _____
 Date

FOR OFFICIAL USE ONLY			
Dept	Date	Initials	Comments
Fire			
Building			
Health			
Zoning			
Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, reason for denial/comments:	
Zoning Fee Paid:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
_____		_____	
Zoning Officer		Date	