

# MONTCLAIR CENTER BID

GREAT AMERICAN MAIN STREET AWARD WINNER 2015

Dear Business Owner,

Welcome to the downtown Montclair Center Business Improvement District (BID). We are a private non-profit Main Street Program, established in 2002, that supports our business community. The BID is led by a dedicated board of directors, comprised of local property owners and business representatives and supported by a dedicated staff.

The BID's mission is to maintain and improve our downtown. We represent and advocate for our 400+ businesses, liaise with the Township on issues and ideas, develop events and activities, vigorously promote our district, commission placemaking projects and create initiatives to improve the district. Plus, our ambassador team is out daily cleaning and maintaining the streets and plantings, keeping our downtown looking good.

Please register your business at [www.montclaircenter.com](http://www.montclaircenter.com) under "members." By registering you will receive information about upcoming events, opportunities to register as vendor, and important notices that may affect you.

Also, contact our office so we can set up a meeting so we can learn about your business and offer ways we can help.

In this packet, please find a listing of important contact numbers, business regulations, a new business checklist, and much more. We hope this helps you navigate your way to a successful new business in Montclair.

Once again, welcome to the Montclair Center BID.

Kindest regards,



Jason Gleason  
Executive Director

# MONTCLAIR CENTER BID

## Who We Are

### Board of Directors

Montclair Center Corporation Board of Directors has 21 members, comprised of seven district property owners, seven business owners, two town councilpersons, one resident and four at-large members. The full Board meets nine times a year. Program, administrative and executive committees meet and work as needed.

### Executive Committee

Jaji Packard, President  
Ernst Goldman, Vice President  
Kristen Zachares, Secretary  
Matt Horrigan, Treasurer  
Matt Silverman, Assistant  
Secretary/Treasurer

Te'Nijah Bussey  
Mary Cumella  
Emer Featherstone  
Stacey Filé  
Daniel Garcia-Pedrosa  
Neil Grabowsky  
Rachael Grochowski  
Natalie Haddad

Jill Montague  
Jacob Nieman  
David Placek  
Liz Rich  
Brian Silver  
Nat Testa  
Councilor David Cummings - 4th Ward  
Councilor Lori Price Abrams- 3rd Ward



office staff from left: Abhishake Shah, Jackie Apicella, Jason Gleason, Christian Powell, Aysa Gordon

### Office

Jason Gleason, Executive Director  
[jason@montclaircenter.com](mailto:jason@montclaircenter.com)

Abhishake Shah, Assistant Director & Program Manager  
[abhishake@montclaircenter.com](mailto:abhishake@montclaircenter.com)

Jackie Apicella, Marketing Director  
[jackie@montclaircenter.com](mailto:jackie@montclaircenter.com)

Christian Powell, Events Manager and Community Liaison  
[christian@montclaircenter.com](mailto:christian@montclaircenter.com)

Aysa Gordon, Administrative Assistant and Community Liaison  
[aysa@montclaircenter.com](mailto:aysa@montclaircenter.com)

### CDS

Jerry Rafalovich, Manager  
Jimmy Ross, Supervisor  
Johnathan Graham, Ambassador  
Tarrance Hunt, Ambassador  
Percy Wright, Ambassador

# MONTCLAIR CENTER BID

## Montclair Center BID District Map



## How to Register with the BID

**Step 1:** Go to [www.montclaircenter.com](http://www.montclaircenter.com)  
Click Log In (top right) go to Register

Register

Username \*

E-mail Address \*

Password \*

Confirm Password \*

Register

**Step 2:** Instagram - Follow [@montclaircenter](https://www.instagram.com/montclaircenter)  
Tag us at #montclaircenter and make your profile public so we can share your marketing efforts.

**Step 3:** Follow us on Facebook at [Montclair Center](https://www.facebook.com/MontclairCenter).

We suggest joining on Facebook: [Montclair Area Business Connections](https://www.facebook.com/MontclairAreaBusinessConnections)



# MONTCLAIR CENTER BID



## Montclair Center BID Ribbon Cuttings

Welcome to Montclair Center, we are so happy to have you in our district!

As part of your opening options, we are happy to assist with a ribbon cutting should you so wish. Depending on your type and scope of business we recommend a soft opening first followed by a Grand Opening/Ribbon Cutting a week or so later in order to iron out any operating issues.

For the ribbon cutting the BID will provide the large scissors and ribbon (either BID green or black). We will happily invite local elected officials if you wish, while you invite key guests, family, and friends associated with your business. The best times to guarantee BID staff to attend the ribbon cutting is Monday through Thursday 9 am – 5 pm and Friday 9 am - 1 pm. However, we will do our best to accommodate your needs. While we cannot guarantee elected officials will be available to attend your event, we have found scheduling a ribbon cutting after 3 pm increases their likelihood of attending. For this reason, we also ask that you call to schedule a ribbon cutting no less than 3 weeks before the date of the event.

For event scheduling please contact Aysa Gordon, [aysa@montclaircenter.com](mailto:aysa@montclaircenter.com) who will be happy to assist you. Also, be sure to promote your event on social media by tagging @montclaircenter and reaching out to Jackie Apicella, [jackie@montclaircenter.com](mailto:jackie@montclaircenter.com), who is our marketing director. Both can be reached at 973-509-3820.

Again, welcome to Montclair Center, we look forward to working with you.

## Suggested Ribbon Cutting Run-of-Show

We suggest you plan your ribbon cutting event as below:

Gathering of staff, friends, family outside your venue behind the ribbon. Owner(s), staff, Montclair Center BID speaker, Council member, and/or Mayor stand in the center behind ribbon with the large scissors. Pose for still photos.

Jason Gleason, Executive Director of Montclair Center BID, gives short speech.  
Council member and/or Mayor gives short speech if available.

Business Owner/principal gives speech. Topics for speech might include:

- Happy to be in the district
- Thank specific partners/family
- Thank Montclair Center BID
- Thank Mayor/Council members, other attendees
- Brief story of the business

Actual ribbon cutting:

Everyone counts down “3-2-1” then cut the ribbon and cheer!

(Yes! Our large scissors actually do cut and are quite sharp! Be sure to use the scissors toward the back of the blade rather than the front.)

## Parking Regulations

### On-Street Parking Regulations

Montclair has “On-Street Parking” with an “S” Permit on 15 municipal streets. The monthly permit fee is \$45.

### Overnight On-Street Parking Instructions

An issued hangtag serves as a permit to park a designated motor vehicle in any available space on a designated street, between the signs indicating “On-Street Parking” between the hours of **5:00 p.m. to 8:00 a.m.** If “On-Street” parking is not available on the designated area, the permit holder may park in the nearest Municipal Parking Lot.

Daytime parking is allowed Saturday and Sunday only with this parking permit.

### Please note where parking is allowed on each street.

#### On-street Parking Locations

The Crescent -South side of street from Trinity Pl. to S. Fullerton Ave.
North Fullerton Ave. - West side of street between Claremont Ave and Munn St.
Pine Street - East side of street between Claremont Ave and Glenridge Ave.
Prospect Avenue - East & West sides of street between Bloomfield Ave & Claremont Ave.
St. Luke’s Place - West side of street between 22 St Luke’s Pl. and Bloomfield Ave.
South Fullerton Avenue - West side of street between Plymouth St. and Union St.
Trinity Place - West side of street from Church St. to Plymouth St. also on Myrtle Pl.
Union Street - South side of street between Elm Street and S. Fullerton Avenue
Union Street - North side of street between signs on S. Fullerton Ave. and S. Willow St
Talbot Street - South side of the street
Mission Street - East side of the street
New Street - East side of the street
William Street - South side of the street
Forest Street – Both Sides of Street from Walnut Street North to Public Works yard
Elm Street – East side Elmwood Ave. to Fulton St. & Westside Hawthorne Pl. to Union St
Orange Rd. – West side of street between Bloomfield Ave and a point 372 feet therefrom

## Parking Regulations

### **Snow Restrictions**

Parking is prohibited while streets are snow-covered.

### **Waitlist for On-Street Parking Permits**

Prospect Avenue

### **Off Street Parking Regulations: “ N” Permit**

#### **Overnight Off-Street Parking Instructions**

The hangtag issued to you serves as a permit to park a designated motor vehicle in any available space in any Municipal Parking Lot marked as “Permit Parking Only” during the hours of **5:00 P.M. to 8:00 A.M. Monday – Friday, as well as all day Saturday and Sunday**. This permit is also valid at off-street meters after **7:00 P.M., until 8:00 A.M. the following day**.

This permit does not allow for parking at meters on Saturdays and Sundays during the day.

### **General Information**

#### **Fees**

Prorated fees are offered after the first month for **High School Parking permits only (HS)**. **\*No Refunds\***

#### **Display**

The permit must be displayed from your rear view mirror, with the wording on the permit visible from the front of the car.

#### **Replacement Permits**

All non-returned permits will be marked as Lost/Stolen in the system once a replacement permit is issued. Parking enforcement will be notified and any vehicle found with the old permit will be ticketed and/or towed.

#### **Multiple Car Option**

“Multiple Car Option” refers to a permit that may be moved between cars. The license plate numbers of both cars are provided to the office, which are entered into our system. The cost for this service is \$3 per month

### **For Additional Information**

Montclair Parking Utility • [www.MontclairNJUSA.org](http://www.MontclairNJUSA.org)

219 North Fullerton Avenue Montclair, NJ 07042

973-509-4997 • [MPU@montclairnjusa.org](mailto:MPU@montclairnjusa.org)



## Parking Permits

**Permits for all commuter lots are wait-listed.**

### Single Use Parking Permit

Visitors/guests/friends/family of Montclair residents who display this permit may park in a municipal parking lot marked "Permit Parking Only" or in front of the resident's home until 8:00 a.m. the following morning. The single-use visitor parking permits may be purchased online and printed at home at a daily rate of \$5.

Montclair Parking Utility rates are listed below:

**Permits are now monthly, with the exception of High School. All parking spaces marked with "PERMIT PARKING ONLY" are for permit only use 24hrs/7 Days a week.**

All train station parking permits are now valid 24 hours a day, 7 days a week. Permit holders will now be allowed to park overnight in all transit lots without needing to purchase an additional overnight permit.

### Parking Permit Fees & Other Parking Fees

LOCATION	PERMIT REQUIRED	PERMIT FEE
<b>Bellevue Lot</b>	U-Non Train Station	\$50/month
<b>Bellevue-Erie RR Lot</b>	U-Train Station	\$60/month
<b>Bellevue-Lorraine Ext. Lot</b>	U-Train Station	\$60/month
<b>Bellevue-Lorraine Lot</b>	U-Non Train Station	\$50/month
<b>Fairfield Lot</b>	W-Non Train Station	\$50/month
<b>Gates Avenue Lot</b>	C	\$50/month
<b>Grove Street Lot</b>	G	\$50/month
<b>Mountain Avenue/Laurel Place</b>	U	\$50/month
<b>Lloyd Road</b>	L	\$50/month
<b>Maple Parking Lot</b>	C	\$50/month
<b>Montague Parking Lot</b>	C	\$50/month
<b>Montclair Heights</b>	M	\$50/month
<b>Plymouth Parking Lot</b>	C	\$50/month
<b>Portland Parking Lot</b>	C	\$50/month

<b>South Fullerton Parking Lot</b>	C	\$50/month
<b>Upper Montclair Lot</b>	U-Non Train Station	\$50/month
<b>Valley Road Lot</b>	C	\$50/month
<b>Walnut Street Lot</b>	W-Train Station	\$60/month
<b>Watchung Ext. Lot</b>	W-Non Tran Station	\$50/month
<b>Watchung Lot</b>	W-Train Station	\$60/month

### Parking Deck Permits

<b>Bay Street Deck</b>	Bay Street Deck Permit	<p>Monthlies \$100/month</p> <p>Daily Ticket Holders Enter 3:45AM-6:00PM and exit by 12:15AM = \$7 Monday-Friday ONLY</p> <p>Enter 6:00PM-7:00AM and exit by 7:15AM = \$2 per hour, Monday-Friday ONLY</p> <p>Saturday and Sunday enter any time = \$2 per hour</p> <p>Daily maximum and lost ticket maximum = \$24</p>
<b>Crescent Deck</b>	Crescent Deck Permit	<p>Day: \$70/month, Night: \$60/month 24-Hour: \$130/month, \$2.00/hour</p>
<b>Fullerton Deck</b>	FD, FN	FD: \$50/month
<b>Fullerton Deck</b>	C	FN: \$45/month \$50/month

**Other Permits**

<b>Multi-car permit</b> (§230-10)		\$3.00/month (excludes Bay Street and Crescent decks)
<b>Night</b> (§230-5)	N	\$45/month
<b>On-street permit parking for MHS Students</b> (§228-4)	HS Permit	\$90/semester Semester 1: Sept.-Jan. Semester 2: Feb. - Jun.
<b>On-street permit parking for residents near MSU</b> (College Avenue, Carlisle Road, Brainard Street, Hamilton Terrace, and Amherst Place where parking is prohibited at all times pursuant to §327-16)	Resident Permit	\$10/year (3 permits)
<b>Overnight Parking</b> (§327-15)	Overnight On-street Permit (S) <a href="#">See full list.</a>	\$45/month
<b>Replacement Decal</b> (§231-11B)		Free
<b>Single Use Overnight Parking</b> (§ 327-15)	Single Use Permit	\$5.00/night
<b>Temporary Overnight Parking Permit</b> (§327-15.1)	Construction Permit	\$75/month
<b>Transfer of permit</b> (§230-11A)		Free

## Visitor Parking

### Single Use Parking Permit

Overnight visitors/guests/friends/family of Montclair residents who display this permit may park in a municipal parking lot marked "Permit Parking Only" or in front of the resident's home until 8:00 a.m. the following morning. The single-use visitor parking permits may be purchased online and printed at home at a daily rate of \$5.

The single-use parking permit may not be used on County roads.

[PURCHASE SINGLE-USE PARKING PERMIT Click here](#)

Visitors to Montclair, please use the [Interactive Parking Map](#) for parking deck, lot and meter locations.

### Parkmobile Pay-by-Phone parking:

[us.parkmobile.com](http://us.parkmobile.com)

- Look for the Parkmobile sign or sticker.
- Once registered, use the Parkmobile app to enter the zone number listed on the sign to start a parking session.
- You can opt-in to receive a notification 15 minutes before your parking session is set to expire.



Visitors to Montclair, please use the [Interactive Parking Map](#) for parking deck, lot and meter locations.

## For Additional Information

Montclair Parking Utility • [www.MontclairNJUSA.org](http://www.MontclairNJUSA.org)

219 North Fullerton Avenue Montclair, NJ 07042

973-509-4997 • [MPU@montclairnjusa.org](mailto:MPU@montclairnjusa.org)

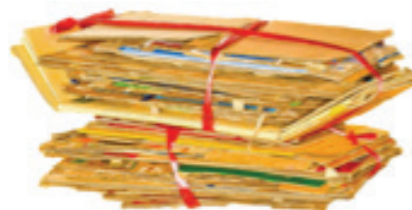


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## Garbage



1. **All RESIDENTIAL** trash must be put into a container for township pick up (supplied by property owner)
2. **All COMMERCIAL** (business) trash must be left on the sidewalk in bags for PRIVATE WASTE MANAGEMENT company (paid for by business). Private pick up **MUST** be coordinated on the same day as township pick up. Township will **NOT** pick up.
3. **Big Belly Solar Compactors** are **ONLY** for pedestrian trash (napkins, cups, wrappers, etc.) for township pick up, **NOT** for commercial or residential trash.
5. **Recycling Bins** may be put out for township pick up. FYI-paper must be inside clear bag.
6. **Cardboard Boxes** must be flattened and tied together neatly for township pick up.



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## Commercial (Business) Garbage

**NOTE: All COMMERCIAL** (business) garbage **WILL NOT** be picked up by the township. It is the responsibility of the business to hire a private waste management company. Your landlord (property owner) may provide a dumpster for commercial (business) garbage within their property limits. If so, this dumpster is maintained by a private waste management company not the township

## Recycling

All recycling must be placed on the curb directly in front of your business after 6PM of the night BEFORE pick up or before 6AM of the morning OF pick up.

Example: South Fullerton Street businesses will put their recycling on the curb at 6:30PM Sunday night for a Monday pick up.

### Downtown Recycling Schedule:

**Monday Pick Up** 474 & higher Bloomfield Avenue  
South & North Fullerton Avenue  
Church Street  
South Park Street & Park Street  
Midland Avenue  
Valley Road

**Thursday Pick Up** 100 – 465 Bloomfield Ave  
North Willow Street  
Seymour Street  
Elm Street  
Hartley Street  
Mission Street

### For Additional Information

- **Montclair Township Department of Community Services/Public Works** •  
[www.MontclairNJUSA.org](http://www.MontclairNJUSA.org) Community Services Building, 219 North Fullerton Avenue Montclair,  
NJ 07042  
973-509-5711 • Susan McKenna, Acting Director • [smckenna@montclairnjsa.org](mailto:smckenna@montclairnjsa.org)

The Department of Community Services is responsible for streets, public property and parks, refuse collection and recycling, shade tree maintenance, snow and leaf removal, and all community infrastructure except the parking and water utilities and sanitary sewers.

## Store Fronts

Being a good neighbor – The success of our downtown is all of our responsibility. A little bit goes a long way. Here are ways you can help keep our downtown looking safe and enticing to shoppers:

- Keep your sidewalk swept and clear of any walking hazards (snow included). American Disabilities Act makes sure that wheelchair accessibility is our responsibility. A 6 foot walkway MUST be maintained for pedestrians.
- Put your window display lights on a timer. Shut off at 11PM. (downtown Montclair gets a new life after dark... dinner time in our bustling restaurants)
- Only 10% of your storefront window can be covered at any given time.
- We encourage plants outside of your store fronts
- Sandwich Signs (A-frames) are allowed within 10 feet of your entrance. Signs need to be registered once at town hall. \$50
- Café License issued by the Health Department must be obtained if food service will be offered to outside seating.
- All “ready for consumption” stores must have a Montclair Center BID trash can within 10 feet of your entrance that is cleaned and maintained by the store. (See Garbage Flier for more info)
- Montclair has strict signage regulations. Please see below for more information.

### For Additional Information

**Montclair Township Department of Planning & Community Development • [www.MontclairNJUSA.org](http://www.MontclairNJUSA.org)**  
205 Claremont Avenue, Second Floor, Montclair, NJ 07042  
973.509.4954 • Janice Talley, Director of Planning & Community Development  
[jtalley@montclairnjusa.org](mailto:jtalley@montclairnjusa.org)

The Department of Planning and Community Development is responsible for all matters concerning planning, zoning, redevelopment and community development administration in the Township of Montclair.

Signage regulations for commercial businesses are contained within the Township's Zoning Ordinance. There are three steps to signage review and installation.

- Step 1 - Zoning Compliance: The first phase is Zoning Compliance to identify the permitted type of sign, sign size, placement, location, etc.
- Step 2 - Historic Review: Second, the business owner should identify whether the business is located within one of the Township's four historic commercial districts. If the business is located in one of these districts, approval by the Historic Preservation Commission must be granted prior to installation of the signage. NOTE: This excludes sidewalk signs, as these are temporary and NOT affixed to the building.
- Step 3 - Building Permit: Finally, a building permit should be obtained for the installation of the signage, if needed.

## Code Enforcement

Montclair Code Enforcement would like to remind commercial property owners and occupants of several common issues and their applicable ordinance for reference.

### Commercial Refuse Collection

The Township of Montclair does NOT collect any refuse from commercial properties. Each property is responsible to have a disposal contract with a reputable vendor. Issues related to such are the responsibility of the property owner. [See Chapter 292-27.](#)

### Permits For Signs

The Montclair Zoning Department issues permits for the display of many types of signs (banners, A-frames, window content, etc.). Please contact the Department of Planning and Zoning at 973-509-4981 for questions regarding size, duration and content.

Below are some of the township ordinances to which the signs and their manner of display must adhere.

**ORDINANCE #347-107.4 – SIGN ILLUMINATION.** Prohibit light bulbs, singly or in combination, used as an attraction device; strobe lights; black (i.e., ultraviolet) lights; string lights; flashing or moving lights of any kind; and similar uses of illumination as attraction devices.

**ORDINANCE #347-108 – PROHIBITED SIGNS.** The following signs are prohibited: Advertising Signs; Flashing or moving signs; Internally-illuminated signs; Neon framing, tubing and bare-bulb illumination; Roof signs; Pennants and banners (featherbanners); Exposed LED bulbs (except for gas station prices); Signs in the right-of-way or affixed to trees, fences or utility poles

**ORDINANCE #347-110.1 – WALL-MOUNTED BUSINESS SIGNS.** Aggregate sign area not to exceed one square foot for each foot of storefront width. Sign may not extend beyond portion of building occupied by referenced business. Maximum sign height 24 inches. Maximum sign height to top of sign: 12 feet or top of ground floor, whichever is greater. Only one wall-mounted sign per business per public facing façade; maximum of 2 signs.

**ORDINANCE #347-110.2 – WINDOW MOUNTED SIGNS.** Signs cannot extend beyond portion of building occupied by referenced business. Signs placed only in windows facing street or municipal parking lot. Maximum sign area 20% of the area of each window. Neon signs are not permitted in windows. All windows must be transparent and not covered by opaque material; except for sign area.

**ORDINANCE #347-110.4 – SIDEWALK SIGNS.** All sidewalk signs must receive a permit from the Zoning Officer. Signs must be of an A-frame design and cannot exceed 2 feet in width and 3 feet in height. Sign



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must be of wood, metal or chalkboard. Sign must be located in front of the building in which the retail establishment is located. Sign must be taken indoors at close of business each day.

**ORDINANCE #347-110.5(A) – AWNING SIGNS.** Sign text on lowest 12 inches of awning or canopy and such text cannot exceed 6 inches in height.

**ORDINANCE #347-110.5(D) – PROJECTING SIGNS.** One projecting sign permitted for each business, per public façade. All parts of sign shall be 8 feet above road or sidewalk surface. Projecting sign shall not extend more than 3 feet from building and cannot exceed 12 square feet in area.

**ORDINANCE #347-110.6 – TEMPORARY SIGNS.** Banner signs are permitted and require a Zoning Permit from the Zoning Officer. Banner signs are permitted up to 30 days. Maximum banner sign size must conform to Wall-Mounted Business Sign requirements. Grand Opening signs are permitted for up to 14 days and require a Zoning Permit from the Zoning Officer. Temporary window signs are permitted and cannot exceed 20% of the window area.

**ORDINANCE #347-136 – HISTORIC PRESERVATION COMMISSION CERTIFICATE OF APPROPRIATENESS.** For businesses located in landmark historic districts or an individual landmark, a Certificate of Appropriateness is required from the Commission before any change in existing, or addition of new, signs or exterior lights.

## Frequently Cited Ordinances

The Montclair Division of Code Enforcement, Housing and Property Maintenance would like to remind the community of the codes we enforce.

### **Chapter 100 – Brush, Grass and Weeds.**

Dead and dying trees, stumps, roots, brush, weeds, obnoxious growths, garbage, trash and other types of debris may pose serious health and safety issues. Owners or tenants must ensure properties are well maintained and are free of trash or debris and that hedges, bushes, trees and other plant life are not overgrown or create sight triangle visibility issues.

### **Chapter 297 – Streets and Sidewalks.**

Ensuring sidewalks and aprons are in good repair and clear of all encumbrances is a year-round responsibility. Encumbrances include refuse/recycling containers, tree branches and other waste put out for collection; various sporting equipment such as portable goal posts and basketball hoops; low-hanging branches and overgrown hedges; and any other materials that may cause hazards to pedestrians.

Property owners are also responsible for the upkeep up of sidewalks and swales adjacent to their properties.

### **Chapter 292 – Solid Waste.**

The Township of Montclair strictly enforces Ordinance [292-5](#), which requires recyclable materials to be separated into two containers: MIXED PAPER goes in one container, and COMMINGLED metal, glass, plastic bottles and cans go in a separate container. This means that if you have not separated your re-

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cyclable materials into a Commingled container and a Mixed Paper container, your recycling will not be collected. If the resident continues to improperly separate recyclable materials, Code Enforcement will issue a warning, followed by a summons should non-compliance continue.

Garbage cans and bulky waste are to be put out for collections between the hours of 6:00 p.m. on the day preceding a scheduled collection and 6:00 a.m. on the scheduled collection day. (See [292-23](#) of the Township Code.)

Residents are reminded that garbage cans must be no more than 35 gallons in size and weigh no more than 50 lbs. Only 3 cans per household may be put out for collection. (See [292-21](#) of the Township Code.)

See the [Commingled & Mixed Paper Recycling](#) on the township website for information on items accepted for recycling.

For more information about the proper disposal of various items see the [A to Z Disposal Guide](#) on the Township website.

## **Chapter 217 — Noise.**

Montclair has a number of ordinances in place governing noise, including time constraints on construction activities and use of internal combustion engine leaf blowers. The Code Enforcement office responds to calls regarding the latter, while all other noise complaints should be directed to the Montclair Police Department (973-744-1234).

**Below are additional ordinances residents and home owners need to be aware of.**

**Ordinance #292-23 (A)** - refuse/bulky waste placed at the curb, early/late.

**Ordinance #292-3** - sidewalks and gutters in front of businesses must be clean, and in orderly condition.

**Ordinance #292-7** - recyclable materials mixed with solid waste. Recyclable materials should be cleaned before collection and placed loosely in a plastic or metal receptacle.

**Ordinance #292-23 (B)** - recyclable materials placed at the curb early/late.

**Ordinance #292-23 (C)** - household appliances (must schedule collection appointment with the Dept. of Community Services), with freon \$10.00 charge.

**Ordinance #292-23 (D)** - tires left on curb (must be brought to the recycling yard (Dept. of Community Services) Fee: \$2.00 off rim, and \$5.00 on rim.

**Ordinance #200-4 (B)** - disposal of leaves by landscapers. All landscapers shall dispose of all leaves, cuttings, clippings, and other yard waste materials collected within the Township of Montclair in the manner directed by the Director of Community Services.

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**Ordinance #292-26 (A,B,C,D)** - no leaves shall be deposited onto the street/roadway. Leaves placed curbside for collection (during designated collection periods) shall only be set out by utilizing biodegradable paper bags. Leaves placed in plastic bags will not be collected. (A summons will be issued if the violation is not corrected within three (3) days).

**Ordinance #297-31**, snow and ice removal must be removed within 12 hours of daylight after same falls.

**Ordinance #190-17 (G)**, premise shall be clean and free from garbage and rubbish. Lawns, hedges and bushes shall be kept trimmed and shall not be permitted to become overgrown. Fences shall be kept in good repair.

## For Additional Information

**Montclair Township Department of Planning & Community Development** • [www.MontclairNJUSA.org](http://www.MontclairNJUSA.org)  
205 Claremont Avenue, Second Floor, Montclair, NJ 07042  
973.509.4954 • Janice Talley, Director of Planning & Community Development  
[jtalley@montclairnjusa.org](mailto:jtalley@montclairnjusa.org) • 973.509.5703 • Code enforcement

The Department of Planning and Community Development is responsible for all matters concerning planning, zoning, redevelopment and community development administration in the Township of Montclair.

## Event Planning Guide

1. Flush out the details of your idea. Ask yourself:
  - a. Date & Time? Rain Date?
    - i. Start Time – schedule vendors to arrive 2 hours before start time
    - ii. End Time – Schedule clean up for 1 hour past end time
  - b. Location?
    - i. Street Closure? Who is providing the barricades?
      1. Alert all merchants and residence 1 month prior to event
        - a. Use fliers and emails – keep a paper trail
      2. No Parking Signs must be posted the night before after 6PM
    - ii. Reserved Parking Spaces?
  - c. Private Event or Public
    - i. Police presence is required if Public Event (See Permitting)
  - d. Expected attendance?
    - i. If indoors and over 500 attendees – egress signage is mandatory for emergencies
  - e. Free or Ticketed?
  - f. Children Friendly/ All Ages?
  - g. Entertainment? Live or DJ?
  - h. Who will provide electricity?
  - i. Facilities accessible for the disabled?
  - j. Proper signage? i.e. Exits and Restrooms?
  - k. Local Montclair vendors or outside vendors?
    - i. Food Vendors? Non-Profits? Retailers?
  - l. Vendor Fee?
  - m. Permitting
    - i. Police Department - Special Events Permit (free)
      1. Budget about \$100 per officer per hour needed
      2. Street Closure – Officer required at time of Street Closure
    - ii. Clerks Office - Peddler's Permit for selling
      1. Daily - \$25 per day
      2. Yearly - \$100
    - iii. Food Vendors and Food Trucks (in addition to Peddler's Permit)
      1. Health Department – Food Vending Permit
      2. Fire Department – Fire Safety Inspection
  - n. Map of Event – 2 copies (Fire & Police Department)
  - o. First Aid Kits
  - p. Staffing
    - i. Do you have enough staffing for vendor set up?
  - q. Garbage
  - r. Restrooms
2. Contact the Montclair Center Office to discuss your idea and all the components of the event