

**LOADING ZONE
APPLICATION PROCESS
CHAPTER 181
CITY CLERK'S OFFICE
cityclerk@cityofpassaicnj.gov
(973) 365-5584**

Clerk, provides copy of the ordinance to the applicant and reviews the application process

Applicant Requests the petition in writing detailing the Business location, type of business, and hours of operation. If applicable, provide the number of parking meters to be eliminated as a result of the loading zone placement.

Indicate how a loading zone will provide assistance to his business and at the same time facilitate the traffic flow in the area.

Provide Pictures of the outside of the business and street including location of loading zone placement

(Please Note: a loading zone can be requested by any business owner however the loading zone space is for the use of ALL business in your area)

REVIEW OF THE APPLICATION:

Meeting with the Clerk and or Engineer to make sure your paperwork is COMPLETE.

Clerk will advise when your application for a loading zone will be place on the agenda to schedule for a hearing

A copy of the application is routed to the City Engineer for an investigation and recommendations

Once Hearing is scheduled

Clerk provides the Notice and list of property owners within 200ft radius to the applicant

Applicant to mail notice via certified mail to Property Owners and provide to Clerk proof of service.

Hearing Day

Engineer provides her/his recommendation for council consideration

Hearing of applicant takes place

Weatherly Frias,
Acting City Clerk