



## The City of Summit

DEPARTMENT OF COMMUNITY SERVICES

512 Springfield Avenue, Summit, NJ 07901

### Welcome to the City of Summit!

We are pleased that you are considering opening a new business in our vibrant, historic Summit Downtown! Our goal is to make the opening, operating or renovating a business in Summit Downtown as easy as possible. Attached is helpful information to assist navigating opening and operating a business in Summit.

We invite you to take advantage of the resources that the City has to offer. The information is interactive, enabling you to choose what applies to your situation and access the most up-to-date information on the City website, [www.cityofsummit.org](http://www.cityofsummit.org). The City of Summit officials are available to answer your questions and advise you on the latest changes. A list of contact names and numbers are provided with this manual. We encourage you to call or visit any of us.

The Construction Office in the Department of Community Services (DCS) is open from 7:00AM - 4:30 PM, Monday - Friday.

The information has been designed primarily for businesses in the Central Retail Business District (CRBD) – existing businesses that need alterations or new ones planning to occupy an existing ground level or other retail space in Summit Downtown. If your business falls outside these parameters, we suggest you call or visit the Summit Department of Community Services (DCS) at City Hall for further guidance.

We recommend the first step in opening a new business is for the property owner and the new store owner to call (908) 273-6408 and make an appointment to meet with either Beth Kinney, Director, or Gary Lewis, Construction Official, in the Department of Community Services (DCS).



[www.cityofsummit.org](http://www.cityofsummit.org)

The City of Summit  


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**MUNICIPAL DIRECTORY**  


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512 Springfield Avenue, Summit, NJ 07901

<b>ADMINISTRATION</b>	
<b>City Administrator</b> <i>Christopher J. Cotter</i>	(908) 522-3600 <a href="mailto:ccotter@cityofsummit.org">ccotter@cityofsummit.org</a>
<b>City Clerk</b> <i>David Hughes</i>	(908) 273-6400 <a href="mailto:dhughes@cityofsummit.org">dhughes@cityofsummit.org</a>
<b>COMMUNITY SERVICES</b>	
<b>Community Services</b> <i>Beth Kinney, Director</i>	(908) 273-6404 <a href="mailto:bkinney@cityofsummit.org">bkinney@cityofsummit.org</a>
<b>Construction Official</b> <i>Gary Lewis</i>	(908) 273-6408 <a href="mailto:glewis@cityofsummit.org">glewis@cityofsummit.org</a>
<b>Engineering</b> <i>Aaron Schragger, City Engineer</i>	(908) 273-6404 <a href="mailto:aschragger@cityofsummit.org">aschragger@cityofsummit.org</a>
<b>Public Works</b> <i>Paul Cascais, Superintendent</i>	(908) 273-6404 <a href="mailto:pcascais@cityofsummit.org">pcascais@cityofsummit.org</a>
<b>Zoning Officer</b> <i>Christa Anderson</i>	(908) 273-6407 <a href="mailto:canderson@cityofsummit.org">canderson@cityofsummit.org</a>
<b>EMERGENCY SERVICES</b>	
<b>Police</b> <i>Robert Weck, Chief</i>	(908) 273-0051 <a href="mailto:rweck@cityofsummit.org">rweck@cityofsummit.org</a>
<b>Fire</b> <i>Joseph Houck, Chief</i>	(908) 277-1033 <a href="mailto:jhouck@cityofsummit.org">jhouck@cityofsummit.org</a>
<b>First-Aid Squad</b> <i>Kari Phair, Captain</i>	<a href="mailto:captain@summitems.org">captain@summitems.org</a>
<b>FINANCE</b>	
<b>Finance Department</b> <i>Scott Olsen, Chief Financial Officer</i>	(908) 522-3601 <a href="mailto:solsen@cityofsummit.org">solsen@cityofsummit.org</a>
<b>Tax Assessor</b> <i>Patricia Spsychala, Tax Assessor</i>	(908) 273-6405 <a href="mailto:pspsychala@cityofsummit.org">pspsychala@cityofsummit.org</a>
<b>Tax Collector</b> <i>Mary Testori, Tax Collector</i>	(908) 273-6403 <a href="mailto:mtestori@cityofsummit.org">mtestori@cityofsummit.org</a>
<b>OTHER</b>	
<b>Community Programs</b> <i>Judith Josephs, Director</i>	(908) 277-2932 <a href="mailto:jljosephs@cityofsummit.org">jljosephs@cityofsummit.org</a>
<b>Health Department</b> <i>Megan Avallone, Health Officer</i>	(908) 789-4070 <a href="mailto:mavallone@westfieldnj.gov">mavallone@westfieldnj.gov</a>
<b>Library</b> <i>Glenn Devitt, Executive Director</i>	(908) 273-0350 <a href="mailto:gdevitt@summitlibrary.org">gdevitt@summitlibrary.org</a>
<b>Municipal Court</b> <i>Eileen Keating, Court Administrator</i>	(908) 273-6166 <a href="mailto:ekeating@cityofsummit.org">ekeating@cityofsummit.org</a>
<b>Parking Services Agency</b> <i>Rita McNany, Manager</i>	(908) 522-5100 <a href="mailto:rmcnany@cityofsummit.org">rmcnany@cityofsummit.org</a>
<b>Summit Downtown, Inc.</b> <i>Marin Mixon, Executive Director</i>	(908) 277-6100 <a href="mailto:office@summitdowntown.org">office@summitdowntown.org</a>

# Welcome to Summit 07901

## Buildings or Structures

If you are making changes to the building or structure, a permit is required. Contact the Zoning Officer to determine if the addition or change of use is permitted. Contact the Construction Official for questions about the construction codes other than zoning requirements. (*For more information, see Construction Permits.*)

Construction Permit Process  
Contact: [Zoning Officer](#) or [Construction Official](#)

## CRBD

**Central Retail Business District (CRBD)** - The CRBD is the downtown shopping area along Springfield Avenue, from the Summit Opera House (Winberie's) to Glenwood Place, and between the shopper parking lots and Union Place. The CRBD includes the cross streets of Maple Street, Beechwood Avenue and Summit Avenue. Retail businesses, restaurants and personal service businesses are among the many permitted uses. (*For more information regarding uses, please see Uses.*)

[City of Summit Ordinance 35-4.3-9](#) or [Map of CRBD](#)  
Contact: [Zoning Officer](#)

## Electrical Work

Any electrical work must be done by a licensed electrician and requires a permit.

[City of Summit Ordinance 14-1.2c - Electrical Subcode](#)  
Contact: [Construction Official](#)

## Emergency Information & Public Safety

**CodeRED** - Businesses are encouraged to register with the CodeRED emergency notifications system offered by the City of Summit. By registering, you can receive critical communications via phone, email and text message during times of emergency. 24-hour contact information is recommended.

[CodeRED Registration](#)  
Contact: [Administration](#)

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**Fire Department** - The City of Summit Fire Department provides a comprehensive array of services including fire suppression, fire prevention, public fire safety education, rescue, 9-1-1 telecommunications, and emergency medical services at the first responder level.

[Fire Department](#) or [Fire Department Registration Form](#)  
Contact: [Fire Chief](#)

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**Police Department** - Please provide the Police Department with up-to-date, 24-hour emergency contact information and any information about surveillance cameras on your internal premises and outside your store. The Police encourage you to contact them for information, security surveys and any questions or other safety-related issues.

[Summit Police](#)  
Contact: [Police Chief](#)

## Welcome to Summit 07901

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***First-Aid Squad (Rescue Squad)*** – The Summit Volunteer First-Aid Squad provides emergency medical services (EMS), non-emergency ambulance transportation, and safety training. All free-of-charge services are provided by volunteers with no taxpayer funds used.

Summit EMS  
Contact: [EMS Captain](#)

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***Nixle Notification System*** – The Summit Police Department publishes messages through the Nixle Community Information Service, delivering this information to you instantly. You decide what information you want sent to your cell phone, email, or over the web. Messages includes alerts, advisories, traffic-related issues and other safety and community event information.

[Nixle Registration](#)  
Contact: [Police Chief](#)

### Fire and Security Systems

***Fire and Security Alarms*** – For your protection, local ordinance requires that all residential and commercial alarm systems be registered annually with the City of Summit. Registering your alarm allows Police and Fire department officials to assure proper operation of all alarm systems. It also provides a way to reach you, and/or your designated emergency contact(s) should your alarm be activated. Registration can be done at the Police Department in City Hall using the alarm registration form or online at [www.cityofsummit.org](http://www.cityofsummit.org).

[City of Summit Ordinance 4-2  
Commercial Alarm Registration Form and Online Alarm Registration Instructions](#)  
Contact: [Police Department](#)

### Library

The Summit Free Public Library offers **free** library cards to anyone who lives, works fulltime or owns property in Summit. Access/services include wireless connection, remote access to materials, computer tutorials, business journals, and the Small Business Resource Center.

Contact: [Summit Free Public Library](#)

### Licenses

***Food Establishments*** – Retail food establishments are required to be licensed. Any establishment selling food or drink, to be consumed on or off the premises, with or without seating, must submit an application with the appropriate fee, and have inspections by the Health Department, Department of Community Services (DCS) and the Fire Department.

[City of Summit Ordinance 4-19 and Retail Food Establishment License Application](#)  
Contact: [Health Department and City Clerk](#)

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***Selling Alcoholic Beverages*** – The sale and consumption of alcohol is regulated by the New Jersey Division of Alcoholic Beverage Control. Contact the City Clerk for guidance.

[City of Summit Ordinance 3-1, 2 & 3](#)  
Contact: [City Clerk](#)

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***Operating Specific Types of Businesses*** – There are a variety of licensing requirements for different types of businesses. Contact the City Clerk for specific information.

Contact: [City Clerk](#)

# Welcome to Summit 07901

## Ordinances

Familiarize yourself with the City's Ordinances that govern the safety, cleanliness, and aesthetics of the community at the below link. If you type the reference number into the search box, it will take you directly to the specific ordinance. Chapter 35 is the Development Regulations Ordinance.

[City of Summit Ordinances](#)  
Contact: [City Clerk](#)

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**Development Regulations Ordinance** - A full version of Summit's Development Regulations Ordinance (DRO) is available online with important information on planning and zoning regulations within the City of Summit.

[City of Summit Ordinance 35](#)  
Contact: [Zoning Officer](#)

## Parking

Summit features a compact, walkable downtown with parking for shoppers, employees and commuters conveniently located near the retail areas. A map of the parking areas is included in the Parking Brochure. All parking questions can be directed to the Parking Services Agency at 908-522-5100.

[Summit Parking or Parking Brochure](#)  
Contact: [Parking Services Manager](#)

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**Shopper** - Summit offers customer parking in four 'Park and Shop' lots for two-hours per space and a maximum of three cumulative hours. No permit is required. Summit offers two paid parking lots in the downtown area.

Contact: [Parking Services Manager](#)

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**Employee** - Employees who work in the downtown business district can park in designated employee parking lot/garages. A permit is required.

[Employee Parking Permit Application](#)  
Contact: [Parking Services Manager](#)

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**Bagged Meters** - Businesses can bag street meters in order to have service vehicles close during construction or service work. Call Parking Services at 908-522-5100 for pricing and availability. 48-hours notice required.

Contact: [Parking Services Manager](#)

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**Dumpster Permits** - During construction or remodeling you may require a dumpster. Contact the Parking Services Agency at 908-522-5100 to apply for a permit and pricing. 48-hours notice is required. PODs are not allowed to be placed on any Summit street.

Contact: [Parking Services Manager](#)

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**Street Meter Parking** - There are numerous street meters available for shoppers. Fees and time limits are posted on each street meter. No meter feeding or meter jumping within the core of downtown. Please adhere to time limits to avoid being ticketed. Employees should utilize long-term street meters or lots/garages for daily parking.

Contact: [Parking Services Manager](#)

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## Permits

**Construction Permit** – Required for any major renovations, building alterations, or if you plan to hang a new sign. (For more information about signs, see *Signs and Displays*.)

[Construction Permit Process](#)  
Contact: [Construction Official](#)

**Zoning Certificate of Occupancy** – Required for the sale or rental of property, or for change of tenant, occupant or occupancy type. Certificates must be obtained prior to the new owner or tenant occupying the property.

[Certificate of Occupancy Flyer](#)  
Contact: [Zoning Officer](#)

**Temporary Zoning Certificate of Occupancy** – If you are not fully compliant with the requirements necessary to obtain a Zoning Certificate of Occupancy, you may request a temporary certificate provided the problems do not create a safety hazard.

[City of Summit Ordinance 35-7.3-3](#)  
Contact: [Construction Official](#)

**Construction Certificate of Occupancy** – Required before occupancy if a building is significantly modified or if a new building is constructed.

[Certificate of Occupancy Flyer](#)  
Contact: [Construction Official](#)

## Plumbing

Any plumbing work must be done by a licensed plumber and requires a permit.

[City of Summit Ordinance 14-1.2b – Plumbing Subcode](#)  
Contact: [Construction Official](#)

## Sidewalk Cafés

**Café Licensing** – Sidewalk cafés are permitted in the CRBD only. They are required to be licensed and must complete the application process each year; a checklist of requirements is provided with the application packet. A plan for the tables/seating must be provided with at least four (4) feet of clearance for pedestrians. Cafés can operate from March 1 - November 30<sup>th</sup>.

[City of Summit Ordinance 4-20](#)  
[Sidewalk Cafe Application Packet](#)  
Contact: [City Clerk](#)

## Sidewalks

**Repair or replace** – The condition and cleanliness of sidewalks and curbs in front of a building are the responsibility of the property owner. A permit is required for installation or replacement of curbing, sidewalks, driveway ramps; opening of streets for utility installations and connections; and for on-site grading and drainage approval.

[City of Summit Ordinance 18-2](#) or [Engineering Permit](#)  
Contact: [Engineering](#)

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## Signs and Displays

*Sidewalk Displays* – Allowed within regulations and with a proper permit.

City of Summit Ordinance 21-1.9

Contact: [Executive Director SDI](#)

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*Permanent Signs* – Whenever a new sign is hung or an existing sign is changed, a construction permit is required.

Sign Permit

Contact: [Zoning Officer](#)

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*Temporary Signs* – The only exception to the construction permit requirement is temporary signs, for a period of no more than 30 days within a 120-day period. Signs must still conform to most of the other regulations for permanent signs.

Sign Permit

Contact: [Zoning Officer](#)

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*Sidewalk Signs* – Allowed within regulations and with a proper permit. Specific information about the placement of these signs can be found in the DRO Appendix C.

City of Summit Ordinance 35-5 & Appendix C

Contact: [Zoning Officer](#)

## Snow

*Snow Removal* – The Public Works Division is responsible for clearing snow and ice from 80 miles of City streets and roads. Owners are responsible for clearing snow and ice from sidewalks in front of property. Snow and ice must be removed from all sidewalks adjacent to properties without delay, but not more than 24 hours after a snowfall or icing condition. A four (4) foot passageway must be maintained.

City of Summit Ordinance or Snow Brochure

Contact: [Public Works](#)

## Trash and Recycling

*Trash* – The City collects commercial garbage daily from the CRBD only, up to a maximum of four (4) 20-gallon cans per unit.

City of Summit Ordinance 23-1

Contact: [Public Works](#)

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*Recycling* – Various recycling areas have been established. A six-month pass to use the City Transfer Station can be purchased.

City of Summit Ordinance 23 or Recycling Flyer

Contact: [Public Works](#)

## Uses – CRBD

Permitted uses in the CRBD can be found in the City Ordinances. If the use you are considering is not permitted, you should contact the Zoning Officer to discuss the process.

City of Summit Ordinance 35-4.3-9

Contact: [Zoning Officer](#)