



# County of Passaic

Administration Building  
401 Grand Street • Paterson, New Jersey 07505

OFFICE OF THE COUNTY ENGINEER  
ROOM 524

Steven J. Edmond, P.E.  
County Engineer

TEL: (973) 881-4456  
FAX: (973) 742-3936  
TDD: (973) 279-9786

## **CHARITABLE SOLICITATION PERMIT APPLICATION FORM**

Name of Organization \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Signature \_\_\_\_\_

Mailing Address \_\_\_\_\_

Date(s) charitable solicitation is requested \_\_\_\_\_

Beginning and ending Time \_\_\_\_\_

### **LOCATION OF PROPOSED CHARITABLE SOLICITATION**

Municipality \_\_\_\_\_

Street \_\_\_\_\_

Intersecting Street \_\_\_\_\_

Specify which direction(s) of traffic will be affected \_\_\_\_\_

### **METHOD OF CHARITABLE SOLICITATION**

Explain the proposed method of charitable solicitation:

\_\_\_\_\_  
\_\_\_\_\_

APPROVAL GRANTED BY \_\_\_\_\_ Date \_\_\_\_\_

***(SEE INSTRUCTIONS ON REVERSE)***

## **INSTRUCTIONS**

1. Fill out application form on reverse side, in accordance with Passaic County Resolution R-16 (9-22-98) on Charitable solicitations.
2. Include a copy of the municipal approval allowing the charitable solicitation, as well as a copy of an approval letter from the local Police Department.
3. Include proof of insurance, naming Passaic County as an additional insured.
4. Include a sketch of the charitable solicitation operation, including signs.
5. For clarification on the application package, call the County Traffic Engineer at 973-881-4453.
6. At least 10 business days must be allowed for processing the permit. The County may request additional information, or revisions, before the permit is issued.
7. Mail the application package (no fee required) to:

**County Engineer  
Room 524  
401 Grand Street  
Paterson, NJ 07505**