



# County of Passaic

Administration Building  
401 Grand Street, Paterson, New Jersey

**OFFICE OF THE COUNTY ENGINEER**

ROOM 524

**Jonathan C. Pera, P.E.**  
*County Engineer*

TEL: (973) 881-4456

FAX: (973) 742-3936

TDD: (973) 279-9786

## CHARITABLE SOLICITATION PERMIT APPLICATION

Date: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City Zip Code

Date(s) and Rain Date(s) for solicitation: \_\_\_\_\_

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: \_\_\_\_\_

## INSTRUCTIONS

1. All solicitations shall comply with Passaic County Resolution R-16 (9-22-98).
2. Include a copy of the municipal approval (letter, resolution, or email) allowing the charitable solicitation and a copy of an approval letter or email 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 sign location.
5. For clarification on the application package, call the County Engineer at (973) 881-4450.
6. Ten (10) business days must be allowed for processing the permit. The County may request additional information on revision, before the permit is issued.
7. Mail the applications package (no fee required) to: County Engineer, 401 Grand Street, Room 524, Paterson, NJ 07505; or application package may be emailed to [engineeringpermits@passaiccountynj.org](mailto:engineeringpermits@passaiccountynj.org).

## SIGN DETAIL



### NOTES:

1. SIGN SHALL BE 36" X 36".
2. THIS SIGN SHALL HAVE A BLACK LEGEND ON A TYPE IV-B FLOURESCENT ORANGE SHEETING BACKGROUND (NJDOT STANDARD). PLASTIC MESH SIGNS MAY BE ALLOWED IF THEY MEET THE SAME VISIBILITY REQUIREMENTS AS THE TYPE IV-B.
3. THE SIGN MAY BE MOUNTED ON POSTS OR A PORTABLE TRIPOD