



# TOWNSHIP OF MORRIS

50 Woodland Avenue  
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Convent Station, NEW JERSEY 07961-7603  
FAX NO. (973) 605-8363

DEPARTMENT OF HEALTH  
ELIZABETH ZALME, MPH, HO  
HEALTH ADMINISTRATOR  
ezalme@morristwp.com

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(973) 326-7390

## MEMORANDUM

To: Township of Morris Board of Adjustment  
Re: Proposed Coffee Shop at 383 South Street  
Date: February 18, 2025

The health department was made aware of a proposed coffee shop as part of the development at 383 South Street. A preliminary review of the submitted plans shows the coffee shop and where it is located. If this application is approved, the coffee shop would need a full plan review by the Health Department.

In the written application, the applicant states no food service is proposed; however, it states sales will be limited to specialty drinks and prepared pastries. This constitutes food service and would require a retail food establishment license and a full plan review of the food service area. Even if the pastries are not prepared on site this is considered a retail food establishment. A full plan review requires a detailed set of plans of all food prep and food storage areas. This plan would also need to show where the dumpster area will be located, as well as where restrooms for food service workers as well as the public are located. The detailed plan will also need a full equipment layout keyed on the plan. The health department will also require an example menu. For your convenience, attached is a list of items that the health department needs to do a plan review.

The health department also needs confirmation as to whether this property is on a well or septic. If on municipal water and sewer, no other information is needed. If the property is on a well or septic, a statement from an engineer stating that the septic is functional and in compliance for this change of use.

# TOWNSHIP OF MORRIS

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## **Health Department Submission for Food Establishments**

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Melanie Bergstrom, Sr. REHS [mbergstrom@morristwp.com](mailto:mbergstrom@morristwp.com) 973-326-7395

### Items required for Plan Review

- Detailed kitchen plans
  - Properly scaled with all new and existing equipment
  - All equipment must be keyed and shown on the plan with an equipment schedule
  - All grease traps must be shown on the plan
  - Plans must be sealed by an architect or engineer
- Plans for ALL food prep or storage areas (ex: dry good storage area, dish wash room, coffee bars, snack bars, front of house service, buffet lines etc...)
- Location of restrooms for employees, as well as the public
- Location of area for employee belongings
- Location of dumpster area
- Specification sheets must be provided for all equipment (this can be done electronically)
- Finish schedule for all floors walls and ceilings
- Proposed menu (can be subject to change)
- Plan review fee of \$250, check payable Township of Morris

Any questions please contact either the Health Officer or Sr. REHS