

CHANGE OF OCCUPANCY/CHANGE OF USE
APPLICATION
NON-RESIDENTIAL ONLY

Name of Business: _____

Main Contact: _____ Phone #: _____

Describe current use of the property:

Describe proposed use of property:

Has the property been used for other purposes in the past?

If Yes describe these uses:

Area of space to be occupied by application (sf): _____

Parking:

Number of spaces provided on site: _____

Number of spaces required for applicant's use: _____

Number of spaces provided for by non-standard means: (describe location of parking):

Describe current use of all floor area in building (provide diagram with total area of each space.):

Hours of Operation: _____

Number of Employees: Full-time: _____ Part-time: _____

Signs:

Describe existing approved signs and size: _____

Are any new signs proposed?: _____

Location: _____ Dimensions: _____

Type: _____ Height: _____

Illuminated: Yes: _____ No: _____ Describe: _____