



### Change of Occupancy / Use Application

**Change in Occupancy/Use:** \_\_\_\_\_ to \_\_\_\_\_  
(Former use/business) (New use/business)

**Business Location:** \_\_\_\_\_  
(Mailing address and zip code) (Plaza name and address, if applicable)

**Business Name:** \_\_\_\_\_  
(Business name) (Legal business name, if different)

**Zoning District:** \_\_\_\_\_

**Business Owner Contact:** \_\_\_\_\_  
(Business Owner Name, Street Address, City, State, Zip Code)

\_\_\_\_\_  
(Phone) (E-mail)

**Property Owner Contact:** \_\_\_\_\_  
(if different) (Property Owner Name Street Address, City, State, Zip Code)

\_\_\_\_\_  
(Phone) (E-mail)

**Description of new occupancy/use:**

**Proposed hours of operation:**

(Please answer all of the following questions. )

**Yes No**

Is the proposed use/business permitted within the zoning district?

Is a permit for construction required? (If yes, a separate building permit application and fee(s) must be submitted to the Building Dept.)

Does the proposed business/use require any town, county, state or federal license(s) to operate? (If yes, Town requires a copy of license and signed Affidavit of Compliance and Good Standing.)

\_\_\_\_\_  
Applicant Name (Print)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Required With Application**

- \_\_\_\_\_ Copy of site plan/survey instrument
- \_\_\_\_\_ Scaled floor plan(s), labeled with use(s) of space
- \_\_\_\_\_ Lease or written permission if not property owner

<b>Office Use Only</b>
<b>Approved by:</b> _____
<b>Date:</b> _____