

CHANGE OF USE SUBMITTAL REQUIREMENTS

All requests to be placed on the Planning Commission agenda must be submitted to the Planning Commission **at least 14 days** prior to a scheduled meeting. A parking plan is to be submitted.

Fees to accompany application for review, study, recommendation or approval:

- \$150.00 Planning Commission Fee

Complete the form the Application for Change of Use and submit with the following:

- Ten (10) copies of a parking plan
- Ten (10) copies of any interior or exterior changes to the current building and or space
- Letter of Intent to the Planning Commission explaining the nature of the business

APPLICATION FOR CHANGE OF USE

LOCATION OF PROPERTY (address/street) _____

PROPERTY OWNER _____

CURRENT ZONING _____

PROPERTY OWNER _____

NAME OF APPLICANT _____ FIRM _____

ADDRESS _____

APPLICANT'S PHONE NO. _____ EMAIL _____

Signature of Applicant _____

DATE RECEIVED _____ FEES RECEIVED _____

CASE NUMBER _____