



ZONING CERTIFICATE APPLICATION – CHANGE OF USE

APPLICANT	
Name	Email
Address	Phone
OWNER (if different from Applicant)	
Name	Email
Address	Phone
DEVELOPER, ARCHITECT, ENGINEER, CONTRACTOR, OR OTHER CONTACT (if applicable)	
Name	Email
Address	Phone
PROPERTY	
Parcel ID	
Address	
Brief Description of new use (business).	

Basic Information:

- Site Plan or layout sketch with existing conditions and proposed site changes.
- Date and north arrow.
- Location of streets, public trails, railroads, or waterways that are adjoining the site.
- Location of existing and proposed structures, size (dimensions and square footage) of existing and proposed buildings and outdoor display or storage area (if any) for the new use. Include dumpster enclosure location.
- Parking layout plan at the site (both existing and proposed with the new use). The plan must confirm that the sites meets all of the requirements of the Unified Development Ordinance for existing and new uses proposed on site.
- Lighting Plan if new exterior lighting is proposed.
- Landscaping Plan if new site improvements (including pavement expansion) are proposed.
- Other information as may be required to confirm all requirements of the Unified Development Ordinance are met at the site with the new use.

SIGNATURE OF APPLICANT _____ **DATE** _____

***SIGNATURE OF OWNER** _____ **DATE** _____

****If applicant is different from property owner, owner's signature required.***

For Office Use Only		
Dept	Date	Approval
PZ		
BC		
HPC		