



## CHANGE OF TENANT ONLY SUBMITTAL CHECKLIST AND ADDITIONAL INFORMATION

This application must be approved, and a Zoning Certificate issued prior to the submittal of building permits to obtain a Certificate of Occupancy. The issuance of a Zoning Certificate confirms that the proposed use as described below is legally permitted to be established at this location.

**The following checklist AND information need to be completed. All items listed on the checklist must accompany the completed application. ALL DOCUMENTS SUBMITTED MUST BE SINGLE SIDED WITH NO STAPLES.**

Applicant Use      STAFF USE

- A completed Master Land Use Application form (it is the applicant's responsibility to use a current application). Application must be single sided, double-sided application will not be accepted.

PRIOR BUSINESS USE INFORMATION	
Name of prior business located within the building or tenant space. If proposing to occupy more than one tenant space, list the prior business of each space proposing to be occupied:	
Description of the prior uses within the building or tenant space. If proposing to occupy more than one tenant space, list the prior use of each space proposing to be occupied:	
PROJECT SPECIFICS	
Please provide a complete description of the project scope:	

<b>BUILDING AND SITE INFORMATION</b>		
<b>Name of Development or Business Park</b> (if applicable)		
<b>How many existing buildings are on the subject Property?</b>		
<b>Is your business proposing to occupy an entire building OR a tenant space(s) within a multi-tenant building?</b>	<input type="checkbox"/> Occupying an entire single-tenant building <input type="checkbox"/> Occupying one or more tenant spaces within a multi-tenant building	
<b>Size of Subject Property:</b>	Square Feet:	Acres:
<b>Size of Building requesting to occupy</b> (if single-tenant building):	Square Feet:	

**IF THE PROPERTY CONTAINS MORE THAN ONE BUILDING, PLEASE COMPLETE THE FOLLOWING:**

<b>MULTIPLE BUILDINGS ON SINGLE PARCEL INFORMATION</b>		
List the <b>building address, building #, and use of each building that exists on a single parcel.</b> (if applicable)		
<i>NOTE: If additional room is necessary, please attach a separate document.</i>		
<b>BUILDING ADDRESS</b>	<b>BUILDING #</b> (if applicable)	<b>BUILDING USE</b>

**IF MOVING INTO A MULTI-TENANT BUILDING, PLEASE COMPLETE THE FOLLOWING:**

MULTI-TENANT BUILDING LAND USE INFORMATION (if applicable)			
List the <b>name, address/suite #, square footage, and type of use FOR EACH BUSINESS</b> within the multi-tenant building you are proposing to occupy. (if applicable)			
<i>NOTE: If additional room is necessary, please attach a separate document.</i>			
BUSINESS NAME	ADDRESS/SUITE #	SQUARE FOOTAGE	TYPE OF USE

- One (1) vicinity map (8 1/2" x 11") at 1" = 300' scale (or similar), labeling the location of the property and adjacent streets.
- One (1) 8 1/2" x 11" colored aerial photos depicting proposed site, street names, and surrounding area within five-hundred feet (500"). The purpose of these photos is to view the site for existing features and adjacent sites.
- Copy of Deed.
- If the applicant is not the owner, an original notarized statement (affidavit of legal interest) from the owner stating the applicant is authorized to submit this application is required.
- Any additional information to aid in understanding the project.

**ACKNOWLEDGEMENT**

I acknowledge the following:

- That all items on the checklist are included in the submittal package
- That all documents are single sided with no staples
- That no improvements or alterations are being proposed with this application for the exterior building, landscaping, parking, lighting, etc.

- That I need to obtain design review approval for all changes, alterations, or additions to any signage.
- That I need to obtain permits and approval for any fences and/or walls.
- That I cannot submit for building permits until a Zoning Certificate has been issued by the Planning and Zoning Department.
- That I cannot occupy the building until a Certificate of Occupancy has been issued by the Building Department.

\_\_\_\_\_  
Applicant/Representative Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant/Representative Signature

\_\_\_\_\_  
Date