



# Change of Use/Occupancy Checklist

**Project File Number:** \_\_\_\_\_

**Accepted By:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Required Submittal Items

### Required Submittal Items

Applicant / Staff Verify

- /  One original and one copy of all applications, plans and supporting documentation (unless otherwise noted)
- /  Completed Type I Application
- /  Basic site plan (see Basic Site Plan checklist)
- /  Landscaping plan if applicable (see Landscaping Plan checklist)
- /  Engineered plans with report (if applicable)
- /  Building elevations (if change to building height is proposed)
- /  For residential change of uses include the existing impervious area and proposed impervious area.
- /  Is this a residential or commercial change of use (circle one)
- /  Is this use allowed in the zone? \_\_\_ Y \_\_\_ N (If not, the application will not be accepted))
- /  A detailed summarization of the proposal shall include:
  - Hours of operation;
  - Materials processed or sold;
  - Required parking;
  - Traffic generation;
  - Proposed signage (if signage is proposed a separate sign application is required)
  - Impact on public utilities;
  - Clientele; and
  - General appearance and location