

## **EAST COCALICO TOWNSHIP**

### **APPLICATION FOR NON-RESIDENTIAL CHANGE OF USE & OCCUPANCY PERMIT**

***To be used for ANY change of use or owner/tenant***

#### **Applicant/Landowner/Property Information:**

Applicant Name\* \_\_\_\_\_

*\*If applicant is other than the legal or equitable owner of the property, evidence of authorization to act on behalf of the property owner(s), and/or agreement of sale must be attached.*

Applicant mailing address: \_\_\_\_\_

Applicant phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Applicant email address: \_\_\_\_\_

Property location address: \_\_\_\_\_

Tax Parcel Number: \_\_\_\_\_ Property size: \_\_\_\_\_ acres Zoning District: \_\_\_\_\_

Property Owner's Name (if different): \_\_\_\_\_

Property Owner's Mailing address (if different): \_\_\_\_\_

#### **Outgoing/Current Occupant Information**

Name of outgoing/current occupant: \_\_\_\_\_

Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

#### **Existing Site Improvements:**

Total Buildings (sq. ft.): \_\_\_\_\_ Other existing impervious coverage (sq. ft.): \_\_\_\_\_

Total existing impervious (sq. ft.): \_\_\_\_\_

Sewer service: (circle): public / septic / sand mound / cesspool / holding tank

Water (circle): public / well

Is sewer or water service shared with another property or use? (circle): yes / no

### **Existing Use Information**

Existing approved building code use group\*: \_\_\_\_\_

*\*Must provide copy of prior U&O Certificate showing use classification OR  
L&I Certification of building code use group OR  
prior approved building design drawings showing the building code use group.*

Description of existing use(s) on the property (including area in SF of usage):

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Average number of employees (on average workday): \_\_\_\_\_

Average number of visits by the public (on average workday): \_\_\_\_\_

Existing number of parking spaces: \_\_\_\_\_ Existing number of loading spaces: \_\_\_\_\_

Existing signage: (size / location): \_\_\_\_\_

Are there additional uses/occupants on the property beyond the one being applied for?    Yes    No

*\*If yes, clearly indicate existing building / use information requested for all uses to remain on the property.*

### **Proposed Use Information**

Proposed building code use group\*: \_\_\_\_\_

*\*Please note that any change in the building code use group for the prior to proposed use OR inability to provide documentation of prior building code use group may require a commercial building permit application with signed/sealed plans to show compliance with the proposed use group regulations to be submitted, as determined by the municipality's Building Code Official (BCO).*

Description of proposed new use(s) on the property:

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Proposed Days and Hours of operation: \_\_\_\_\_

Proposed number of employees (on average workday): \_\_\_\_\_

Proposed average number of visits by the public (on average workday): \_\_\_\_\_

The building I will use is (circle): new / existing    The building is / will be: \_\_\_\_\_ sq. ft.

Describe any building modifications/site changes proposed:

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Will materials be stored outside? (circle): yes / no

If yes, storage area will occupy: \_\_\_\_\_ sq. ft. (If yes, indicate the area on the attached site plan and its corresponding screening - fences/trees/shrubs.)

Proposed number of parking spaces: \_\_\_\_\_ Please show parking on the attached site plan.

Is parking expansion planned? (circle one): yes\*\* / no If yes, how many sq. ft.?: \_\_\_\_\_

Including building and additional parking/driveway, there will be: \_\_\_\_\_ sq. ft. of new impervious.

I (circle): will / will not have a sign for this business\*\*.

*\*\*Proposed improvements (renovations, new buildings, parking modifications, signs, etc.) require separate building permits from the municipality and potentially other additional approvals from the municipality / other agencies.*

A letter of acknowledgement for the change of use from the Sewage Enforcement Officer (on-lot systems) / Sewer Authority (public sewer) is (circle): attached / pending\*\*\*

*\*\*\*The acknowledgement letter must be presented to the municipality prior to this permit's issuance.*

**Please attach a site plan showing:**

- all existing buildings on-site with their current/proposed uses identified and dimensions of the buildings themselves and distances to lot lines
- any proposed new buildings/additions
- parking / loading spaces with dimensions and a total number of spaces
- location of dumpster / trash disposal areas with dimensions to lot lines / screening description
- outdoor storage (if applicable) and corresponding screening, including dimensions to lot lines

**By my signature on this application, I agree to conform to all requirements of the Zoning Ordinance and regulations of applicable governmental agencies and authorize the Zoning Officer to inspect the use as necessary. I further certify that all information provided on this application is true and correct. If any information is found to be false or incorrect the permit will become null and void.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Issued by: \_\_\_\_\_ Date: \_\_\_\_\_

Permit No.: \_\_\_\_\_