

PURPOSE OF A CHANGE OF OWNERSHIP/OCCUPANCY

A Change of Occupancy permit application provides the City with basic information that can be used to determine whether any further review is necessary, and provides the City with an opportunity to provide useful information to a new owner or occupant of a property, like its zoning district, location within the historic district, any existing code violations, etc. Information collected from these applications also supplies data to inform our Economic Development efforts. This free permit is a one-stop review with the Development Department, typically initiated when a property is sold or occupied by a new business.

SUBMITTAL REQUIREMENT CHECKLIST

<input type="checkbox"/> Application	<input type="checkbox"/> Site Plan
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APPLICANT INFORMATION	<input type="checkbox"/> Primary Contact	<input type="checkbox"/> Billing Contact
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Company Name:

Contact Person First Last Name:

Mailing Address:

Phone Number:	Email:
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PROPERTY OWNER INFORMATION

First Last Name:

Mailing Address:

Phone Number:	Email:
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PROJECT LOCATION	Address Assignment Request	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Street Address:	Parcel ID Number:
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Zoning District:	Current Use:
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ACTIVE CODE COMPLIANCE CASE

Is there an active code compliance case on this site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If yes: Is this application related to the code violation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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PLANNING COMMISSION, BOARD OF ZONING APPEALS, CITY COMMISSION	
Is this application associated with any past or future action by a board or commission? Some examples – a variance, a Special Use Permit, a recent rezoning, etc. Please describe.	

HISTORICAL RESOURCE INFORMATION		
Does the project contain a designated historic resource or is it located within a designated historic district?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

PROJECT INFORMATION – Attach additional page(s) if necessary.	
Describe the changes taking place – new ownership? different products being sold? any new construction?	
Estimated Project Cost:	
Start Date:	End Date:

ACKNOWLEDGMENT AND AUTHORIZATION	
The undersigned acknowledges that the information provided herein is accurate to the fullest extent of their knowledge.	
_____	_____
Applicant Name	Date
_____	_____
Applicant Signature	Title
_____	_____
Property Owner Name	Title
_____	_____
Property Owner Signature	Title