



FOR OFFICE USE ONLY

DATE FILED _____

RECEIVED BY _____

**CHANGE OF OWNERSHIP
OR
ZONING APPLICATION**

Change of Ownership / Zoning Application - \$25.00

Instructions: Applications are to be filed with the Zoning Administrator, who shall refuse applications that are not complete or that are not legible.

NAMES AND ADDRESSES

Applicant _____

Phone No. _____

Applicant's Address _____

Applicant's E-mail Address _____

Owner of the site _____

Phone No. _____

Owner's address _____

DESCRIPTION OF THE SUBJECT SITE

Business name _____

Address _____

Or if no address exists: Parcel Identification No. _____

Existing Zoning classification _____

Description of existing use _____

Description of the proposed use _____

Number of employees / Hours of operation _____

Additional information as may be required by City Officials:

Certificate – I hereby certify that all the preceding statements and attachments submitted hereto are true and correct to the best of my knowledge and belief.

Applicant _____ (Signature) _____ (Print)

Owner _____ (Signature) _____ (Print)

Date: _____ Date application Filed: _____

- Applications will not be processed without the property owner’s signature.
- Building permits are required for additions and alterations.
- No commercial alterations or signs are authorized by this permit.
- Permit may be revoked without notice if misrepresentation of any of the above information is found to exist.
- Permit is Null and Void if issued in error. It is understood that any permits issued on this application will not grant any right or privilege to erect any structure or to use any premises for any purpose that is prohibited by the Zoning Ordinance or any other state or local laws.
- Applicant is responsible for obtaining all applicable Federal and State and/or City Licenses prior to opening.
- Changes in the plans or specifications submitted in the original application shall not be made without prior written approval of the Zoning Administrator.

Zoning Administrator: _____ **Date:** _____
(Signature)