



TOWN OF COLDEN

CHANGE OF USE PERMIT APPLICATION

NO. \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_

NAME OF APPLICANT \_\_\_\_\_

NAME OF OWNER (IF DIFFERENT) \_\_\_\_\_ ADDRESS OF OWNER (IF DIFFERENT) \_\_\_\_\_

TELEPHONE NUMBER: APPLICANT \_\_\_\_\_ OWNER \_\_\_\_\_

LOCATION OF PROPERTY:  
ADDRESS \_\_\_\_\_

ZONING DISTRICT \_\_\_\_\_

SPECIFIC USE \_\_\_\_\_

ZONING ORDINANCE SECTION \_\_\_\_\_

CHANGE OF USE PROCEDURE

- 1. Applicant will first be directed to the Building Inspector Dept. to determine if a "Special Use Permit" or a "Change of Use" is required.

A SITE PLAN WILL BE REQUIRED

- A. A letter of intent
- B. A rough sketch of property indicating building, parking, future plans relating to the permit. See 108-52 B-4
- C. If a "Certificate of Occupancy" is required, a \$25.00 fee will apply.
- D. Building Inspector Report
- E. A 239A form will be sent to Erie County Planning
- F. A SEQR form is not required for a commercial building under 4,000 sq. ft. Anything over 25 acres will require a full EAF – not usually a Type I. A short SEQR is usually all that is required.
- G. A Public Hearing is not required for a "Change of Use".
- H. The Town Board, as final arbitrators, may request more detailed information. The matter should be tabled if more information if needed.
- I. Once completed, the Town Clerk will advise the Town Board of the "Change of Use" and will copy the Town Board, Planning and Environmental Boards with the site plan and intended use.

Environmental Board \_\_\_\_\_ (1<sup>st</sup> Tuesday of month) 7:00 p.m.

Planning Board \_\_\_\_\_ (3<sup>rd</sup> Tuesday of month) 7:00 p.m.

Zoning Board of Appeals (if applicable) \_\_\_\_\_ (3<sup>rd</sup> Thursday of month) 7:00 p.m.

APPLICANTS SIGNATURE \_\_\_\_\_

