

CHANGE OF USE APPLICATION

OVERVIEW

A Change of Use permit must be issued prior to establishing a new use in a building or on a property. If the use requires a special use, limited use, or conditional use permit, those permits qualify as the required change of use review. If none of the aforementioned permits is required, this form must be submitted and approval issued prior to establishing the use.

Section 2-1-3-14 of the City's Land Use and Development Code has the following criteria for Change of Use approval:

- It shall be authorized within the zoning district in which the change is proposed;
- It shall be consistent with the adopted City plans and policies;
- It shall comply with the adopted City codes, including the building and fire codes; and
- Applicable fees shall be paid for the permit application and proposed increases in demand for drainage, water, wastewater, or road system capacity per the current City fee schedules.

Following initial review of the proposed Change of Use, City staff may require additional information to be submitted.

PROPERTY AND CONTACT INFORMATION

BUSINESS NAME: _____

PROPOSED PHYSICAL ADDRESS: _____

APPLICANT'S NAME: _____

MAILING ADDRESS: _____

PHONE: _____

E-MAIL: _____

Are you the owner of the referenced property?

- YES
 NO

If no, list the name of the property owner: _____

CHANGE OF USE REQUEST

EXISTING USE

- Retail
 Service Business
 Restaurant
 Professional Office
 Medical Office/Clinic
 Financial Institution
 Storage/Warehouse
 Vacant
 Other _____

PROPOSED USE

- Retail
 Service Business
 Restaurant
 Professional Office
 Medical Office/Clinic
 Financial Institution
 Storage/Warehouse
 Vacant
 Other _____

THERE ARE ADDITIONAL QUESTIONS ON THE FOLLOWING PAGE.

CHANGE OF USE APPLICATION

BUILDING AND SITE INFORMATION

SUMMARY

Briefly describe the nature of the business including types of products and services to be provided.

PROPOSED IMPROVEMENTS

Please describe all proposed modifications to the building and/or lot.

USAGE

How much square footage will the business described above be utilizing?

ACKNOWLEDGMENT AND AUTHORIZATION

The undersigned authorizes the Community Development Department to proceed with processing this application under the requirements of the City of Durango Land Use and Development Code (LUDC). The undersigned acknowledges that the information provided herein is accurate to the fullest extent of their knowledge.

Applicant: _____ **Date:** _____

DEPARTMENT USE ONLY

Application Received By: _____ **Date:** _____ **Project #:** _____

Zoning: _____	Zoning Clearance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Parking Required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Major Street Impact Fee Required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No