



## BELMONT PLANNING BOARD

### CHANGE OF COMMERCIAL or INDUSTRIAL USE or TENANT

#### APPLICATION INSTRUCTIONS

These instructions and the attached application form are to be used for the following instances:

- **Change or Addition of Commercial or Industrial Tenant:** A new tenant proposes to occupy all or a portion of an existing permitted commercial or industrial location with the same use\*.
- **Change or Addition of Commercial or Industrial Permitted Use:** A change of use\* is proposed in an existing commercial or industrial location, and the proposed use is currently approved for that location.

\* *For the purposes of these instructions, “uses” are listed in Article 5, Table 1 of the Zoning Ordinance. In all cases tenants and owners are responsible to comply with all Ordinances, Regulations, and previous Conditions of Site Approval.*

#### Review Process

This process is to determine the Zoning Use Category, whether the use is permitted and whether other approvals are required. A Certificate of Use or Occupancy is required. The review process includes:

1. Submit a completed application to Land Use Office – answering all questions and providing all required information. Incomplete applications will be delayed.
2. Schedule a preliminary inspection of the location with the Land Use Office.
3. The application will be reviewed for compliance with existing site approvals, Zoning and other applicable Ordinances and Regulations.
4. Attend a meeting with staff members to discuss the details of your proposal and what Codes or Regulations will apply to your use.
5. You will receive written notice of approval, approval with conditions, or denial with the basis of the denial.
6. If approved - schedule a final inspection once you have moved into the location.
7. Upon successful completion of the final inspection a written Certificate of Use will be issued to you.
8. Continue to work with staff in the future as you consider changes or expansions to your approved use.

Questions on the review process should be directed to the Land Use Office.



**BELMONT LAND USE OFFICE**

**APPLICATION FOR:**

- Change/Addition of Commercial/Industrial Use**
- Change/Addition of Commercial/Industrial Tenant**

**APPLICATION MUST BE TYPED OR PRINTED LEGIBLY IN PEN**

**Applicant:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_

**Tele:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **e-mail:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Land Owner (If different):** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_

**Tele:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **e-mail:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Agent (If any):** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_

**Tele:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **e-mail:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Address of Property:** \_\_\_\_\_ **Tax Map & Lot #(s):** \_\_\_\_\_  
(Street #/name, Unit #, Etc.) Sewer \_\_\_ OR Septic \_\_\_

Describe existing tenant(s)/use(s) on the property: \_\_\_\_\_

Which (if any) existing tenant(s)/use(s) will be eliminated or otherwise changed? \_\_\_\_\_

Fully describe your proposed use – include all activities related to this use: \_\_\_\_\_

**Days/Hours of Week Operating:** \_\_\_\_\_

**Number of persons on site engaged in your business:** \_\_\_\_\_

Describe size and area to be used **inside** structure: \_\_\_\_\_

Activities that will occur **inside** structure: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe any **inside** repairs/modifications/expansions: \_\_\_\_\_

\_\_\_\_\_

Describe size and area to be used **outside** of structure: \_\_\_\_\_

\_\_\_\_\_

Activities that will occur **outside** of structure: \_\_\_\_\_

\_\_\_\_\_

Describe any **outside** repairs/modifications/expansions: \_\_\_\_\_

\_\_\_\_\_

Describe proposed signage (permit required): \_\_\_\_\_

\_\_\_\_\_

Include sketch or map of property showing areas to be used.

### STATEMENT OF ASSURANCE

I hereby certify that to the best of my knowledge this information is valid and that there is no violation of the approved ordinances, codes, and/or regulations of the Town of Belmont. I authorize the Members of the Board or their staff to enter onto my property for the purposes of this review.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of New Business Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Land Owner (if different)