

TOWN OF PROSPECT

REQUEST FOR CHANGE OF TENANT/OCCUPANCY
OF COMMERCIAL OR INDUSTRIAL STRUCTURES AND PREMISES

Pursuant to Sections 11.4.9 and 13.3 of the Prospect Zoning Regulations, a Zoning Permit is required for any use, change of use, or alteration of a premise or structure. This request will be reviewed by the Land Use Inspector. Per Section 11.4.9.1 of the Regulations, when a change of use may require additional parking that is more than the previous use or exterior structural alterations an application along with a Plot Plan shall be submitted to the Planning & Zoning Commission for permit approval.

APPLICANT _____ PHONE _____

EMAIL: _____

HOME ADDRESS _____

PROPERTY OWNER _____ PHONE _____

ADDRESS _____

EMAIL: _____

LOCATION OF PROPERTY _____

MOST RECENT USE OF PROPERTY _____

PROPOSED USE OF PROPERTY _____

PROPOSED NAME OF BUSINESS _____

ANY PROPOSED CHANGES TO SITE? YES _____ NO _____

IF YES, PROVIDE SITE PLAN SHOWING PROPOSED CHANGES.

ANY PROPOSED CHANGES TO STRUCTURE? YES _____ NO _____

IF YES, PROVIDE BUILDING PLANS SHOWING PROPOSED CHANGES.

APPLICANT'S SIGNATURE _____ DATE _____

FEES: \$100.00 (Town of Prospect)
\$60.00 (State of Connecticut)

(If checks, both payable to "Town of Prospect")

PAID _____

Office Use Only

RULING:

- 1. NO SIGNIFICANT IMPACT --- APPLICATION APPROVED _____
- 2. PLOT PLAN REVIEW BY PLANNING & ZONING REQUIRED _____
- 3. SPECIAL PERMIT APPLICATION REQUIRED _____

CHESPROCOTT HEALTH DISTRICT _____ DATE _____

LAND USE INSPECTOR _____ DATE: _____

FIRE MARSHALL _____ DATE _____

BUILDING INSPECTOR _____ DATE _____

TOWN OF PROSPECT

ZONING REGULATIONS PERTINANT TO CHANGE OF USE

11.4.9 **Change of Use:** For any property where a Site Plan has already been approved and the occupancy changes so that the new occupancy falls under a different part of Section 3.1 (District Regulations) from that use that was previously approved, a Plot Plan drawn to reasonable scale shall be reviewed by the Land Use Inspector or designated agent and the Land Use Inspector shall be allowed to approve administratively such changes (1) if there is no additional exterior construction except for signs on the previously approved property, or (2) if the parking requirements for the new use are the same or less than the previous use, or (3) if the change of use will generate less than 100 vehicle trips during a peak hour. Such approval by the Land Use Inspector shall allow occupancy by the new use immediately. Such action shall be reviewed and, if in accordance with the Zoning Regulations, shall be ratified by the Commission at a scheduled meeting. Any approval by the Land Use Inspector shall state that it is subject to review by the Planning and Zoning Commission.

11.4.9.1 In the case of any change as described above where additional parking or any exterior structural alterations, additions or renovations are involved, the Planning and Zoning Commission shall require a new Plot Plan to be submitted and reserves the right to require a new Site Plan to be submitted as per the procedure under Article 11.

11.4.9.2 In the case of any change as described above where additional traffic will be generated at a rate of over one hundred (100) vehicle trips during a peak hour, a traffic study prepared by a licensed traffic engineer shall be submitted to the Planning and Zoning Commission.

13.3 **Zoning Permit Required**

No land shall be used (except for agricultural purposes) and no building or structure or parking area shall be used, erected, moved, enlarged, changed, or structurally altered; and no building permit shall be issued until a Zoning Permit for the proposed work or use has been issued by the Planning & Zoning Commission or the Zoning Enforcement Officer.