



CHANGE OF USE/TENANT APPLICATION Instructions & Checklist

(Must be submitted with application)

This Checklist and all required items must be included for an application to be considered complete and placed on the Planning Board agenda. **Please note the number of copies required for each item.**

The following items are enclosed (please check):

_____ **Completed** Change of Tenant/Use Application (1 copy)

_____ "Owner Authorization" (if necessary). This form must be submitted if the Applicant is not the Owner AND the Application is not signed by the Owner. (1 copy with original signature)

_____ Ethics Disclosure Form (1 copy)

_____ Narrative: A written narrative fully describing the change of tenant/use, including a description of the type of proposed business and all associated activities, including hours of operation, number of employees, expected peak time periods for customers/clients, parking demands (numbers of spaces expected to be used at peak times) and any other information to help fully explain the business. (3 copies)

Site Plan & Special Use Permit: Planning may require a site plan or other information required to review the application. Additionally, if changes are proposed to the site as part of the Change of Tenant/Use, an applicant may be required to submit a Site Plan Application and/or a Special Use Permit Application for consideration by the Planning Board. Please consult with the Planning Department for further information.

Signs: Often when a Change of Tenant/Use is requested, applicants intend to also replace on-site signage. A separate Sign Permit Application is required to be completed, is reviewed and authorized by the Building Department.

Incomplete applications will not be accepted for review.

Please contact the Clifton Park Planning Department at (518) 371-6054 if you have any questions.

I have read the above instructions and checklist and fully understand and accept the requirements of the Town of Clifton Park.

Signature of Applicant: _____ **Date:** _____