

Town of Tolland

REQUEST FOR CHANGE OF USE OR OCCUPANCY OF COMMERCIAL OF INDUSTRIAL STRUCTURES AND PREMISES

The purpose of this form is to help the Staff of the Development Group determine if a particular location meets the requirements for the intended use or occupancy. Although a use or occupancy may be allowed by the Zoning Regulations, that use or occupancy may have specific requirements placed on it by the Building, Fire or Public Health Codes. Each proposed change of use or occupancy must be examined by the Fire Marshall, the Building Official and Public Health Official as well as the Zoning Officer before that use or occupancy is approved for a given location. You cannot occupy space in any building until you have received a copy of this form signed by all the parties and have complied with all the conditions listed.

All requests for change of use or occupancy must include:

1. A scaled, detailed drawing showing the proposed layout of the interior space, including windows, doors, counters space, rest room locations with the number of fixtures, any entranceways or stairways used to enter or exit the building.
2. Description of proposed use: please be specific as to the use, items to be sold, equipment and materials to be used, number of employees etc.

The Eastern Highlands Health District has specific licensing requirements for new and remodeled Food Service Establishments or change in ownership of an existing Food Service Establishment. If this application involves a Food Service Establishment you should contact the Sanitarians and ask them what information they will need for their review of your application.

Additional plans may be required if there are planned renovations to the building or changes in parking or driveway layout. Certain uses may require a review or a Special Permit by the Planning & Zoning Commission.

**NO SPACE MAY BE OCCUPIED BEFORE ALL REQUIRED
STAFF HAVE SIGNED OFF ON THIS REQUEST**

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COMMERCIAL OR INDUSTRIAL STRUCTURES AND PREMISES

Pursuant to §3-5 of the Tolland Zoning Regulations, this request will be reviewed by the Town Planner, if deemed necessary, the Planning & Zoning Commission.

Location of Property _____

Applicant _____ Phone: _____

Applicant's Home Address _____

Property Owner _____ Phone: _____ Cell: _____

Property Owner Mailing Address _____

Most Recent Use of Property _____

Proposed Use of Property _____

Proposed Name of Business _____

Any Proposed Changes to Site? (Building additions, parking etc.) Yes__ No ____
If Yes, Provide a detailed Site Plan, to scale, showing the proposed changes.

Any Proposed Changes to Structures? (Building additions or interior/exterior renovations) Yes ____
No ____ If Yes, provide detailed Building Plans, to scale showing the proposed changes.

Applicant's Signature _____ Date _____

Office Use Only

FEE: \$25 PAID _____ (**Change of Use Only**)

Zoning Approval Only: No work may commence until required Building or other permits have been issued. Business space may not be occupied until all approvals (Building, Health, Fire, etc.) have been received.

Town Planner _____ DATE _____

Building Official _____ DATE _____

Sanitarian _____ DATE _____

Fire Marshal _____ DATE _____

- Ruling: _____ 1. Application Approved, No Significant Impact
_____ 2. Informal Review by the Commission Required
_____ 3. Site Plan review by the Commission Required
_____ 4. Special Permit by the Commission required

Conditions _____

