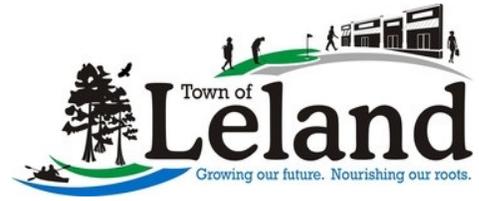


# CHANGE OF USE/ OCCUPANCY APPLICATION



Town of Leland, North Carolina

102 Town Hall Dr., Leland, NC 28451  
www.townofleland.com

**Economic & Community Development**  
Phone 910-371-3390 Fax 910-371-1073

To avoid last minute and possibly major expenses and delays, it is important that you provide the most accurate and complete information possible. The town reserves the right to require additional information if your description of the proposed use does not provide sufficient detail. If your description requires more space, submit information on a separate sheet of paper.

Date: \_\_\_\_\_

Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Parcel # \_\_\_\_\_

Property Owner: \_\_\_\_\_

Site Address: \_\_\_\_\_  
(Street Address)

Lot Number: \_\_\_\_\_ Phase: \_\_\_\_\_ Section: \_\_\_\_\_ Floodzone \_\_\_\_\_ Zoning District: \_\_\_\_\_

Subdivision/ Development: \_\_\_\_\_ Total Acreage of Site: \_\_\_\_\_

Water Source:  Well  North Brunswick Sanitary District  H2Go  Other \_\_\_\_\_

Sewage Treatment:  Septic Tank  Leland Sewer  NBSD Sewer (attach release form)  H2Go

Current Use/Occupancy (If vacant, describe most recent use and list how long it has been vacant):

\_\_\_\_\_

Current amount of parking spaces provided? \_\_\_\_\_

Are there handicap assessable parking spaces provided?  YES How many? \_\_\_\_\_  NO

Are there handicap assessable restrooms provided?  YES How many? \_\_\_\_\_  NO

Current landscaping provided. \_\_\_\_\_

Current refuse collection provided:  YES Type: \_\_\_\_\_  NO

Proposed Change of Use of Structure Also list your daily operations. Use a separate sheet if necessary:

\_\_\_\_\_

\_\_\_\_\_

Square footage of the proposed use. \_\_\_\_\_

**If yes to any of the following questions, a building permit is required.**

Will there be any structural changes?       YES       NO

Will there be any electrical changes?       YES       NO

Will there be any plumbing modifications?       YES       NO

Will there be any mechanical changes?       YES       NO

\*NOTE: All buildings will be required to be North Carolina Fire Code compliant. Contact the Building Inspections Division for more information (910-371-6179).

It should be noted that you may be required to pay impact fees. If you are required to do so, a planner will contact you at the information provided on this application. All impact fees must be paid in full prior to receiving final zoning compliance.

If you are not the property owner of record you must submit recent proof of ownership. If you are simply occupying the building you must submit a written document authorizing you to make application in addition to filling out the certification below.

**CERTIFICATION:**

**I certify that I am authorized to make this application, that the information provided is correct to the best of my knowledge, and that I am authorized to grant, and do grant, permission to the local zoning official to enter on the property described above for the purpose of inspections. I understand that since this is a new use, I may be required to update the premises to become zoning compliant. I understand that this application is not a building permit and that the proposed use will require a separate review and approval for compliance with the Town's Building and Fire Codes. I also understand that a building permit is required before the start any structural work or occupancy can occur. I understand that if this application is approved, failure to meet any conditions of the approval shall result in the revocation of any permit(s) based upon this certificate. I also understand that failure to do so could result in fines and/or revocations of this zoning compliance permit, should it be approved.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**FOR STAFF USE ONLY**

After consideration and review of the zoning compliance permit application, I have determined that the applicant  is in compliance  is not in compliance with the Town's Zoning Ordinance.

\_\_\_\_\_  
Zoning Official

\_\_\_\_\_  
Date