

# VILLAGE OF ROMEO

## APPLICATION FOR CERTIFICATE OF ZONING COMPLIANCE

This application must be approved prior to the establishment of any new use in any zoning district. An approved application confirms that the proposed use described is legally permitted to be established at this location.

**\*A non-refundable fee of \$50.00 is due with this application PAYABLE TO "Village of Romeo". FEES ARE NON-REFUNDABLE**

**IT SHALL BE UNLAWFUL TO PERMIT THE OCCUPANCY OF ANY BUILDING OR SPACE UNTIL A CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED FOR SUCH USE.**

Certificate of Zoning Compliance Instructions & Procedures  
INDUSTRIAL / COMMERCIAL / OFFICE / MIXED USE / MULTIPLE FAMILY (Apartments, Condominium, Manufactured Housing)/ COMMERCIAL/CONDOMINIUM

**A Certificate of Zoning Compliance **MUST** be completed for the following:**

1. A new use of an undeveloped parcel
2. A new use in an existing structure
3. An existing use is relocating to a different building within the complex
4. An existing use is moving to a new suite within the building or enlarging current space
5. Existing use changes business name, use remains the same
6. Existing use changes ownership, use remains the same
7. Home Occupation 1

**APPLICATION MUST INCLUDE ALL OF THE FOLLOWING BEFORE APPLICATION CAN BE ACCEPTED:**

- COMPLETE and SIGN next page of this APPLICATION
- ONE copy of lease or rental agreement for this property
- PLOT/SITE PLANS as required below:
  - o If new Construction: Attach Application for **SITE PLAN APPROVAL**
  - o All other uses as noted in numbers 2-7 above: 4 copies of SITE/PLOT plan
- FOUR copies of the interior floor layout: (IF APPLICABLE)
- PLAN REVIEW & CZC FEE PAYMENT DUE WITH APPLICATION
- \$50 FEE (NON-REFUNDABLE)

To be completed by BUILDING DEPT Upon Receipt \_\_\_\_\_

- \_\_\_\_\_ COMPLETED APPLICATION
- \_\_\_\_\_ PAYMENT RECEIVED
- \_\_\_\_\_ COPY OF LEASE ATTACHED
- \_\_\_\_\_ COPIES OF PLOT PLAN OR REQUIRED NUMBER ON SITE PLAN APPLICATION
- \_\_\_\_\_ COPIES OF FLOOR PLAN OR REQUIRED NUMBER ON SITE PLAN APPLICATION

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The Compliance REVIEW process will take between 5 and 7 working days. The Building Department will contact the applicant and owner when the review process is completed. Any comments made regarding the Application will be duly noted. If approval cannot be given the Applicant will be made fully aware of the necessary steps to resolve objections. The Applicant must satisfy any steps noted on the CZC as conditions such as obtaining a Site Plan Approval or Special Land Use Approval prior to receiving a Certificate of Zoning Compliance.

**ALL SIGNS (NEW OR REFACED) MUST HAVE AN APPROVED PERMIT PRIOR TO INSTALLATION**

## APPLICATION FOR CERTIFICATE OF ZONING COMPLIANCE

PROPOSED USE: \_\_\_\_\_

PARCEL I.D. #: \_\_\_\_\_

ADDRESS OF PARCEL: \_\_\_\_\_

SUITE# (if applicable): \_\_\_\_\_

NAME OF SHOPPING CENTER or INDUSTRIAL COMPLEX IF APPLICABLE: \_\_\_\_\_

EXISTING ZONING: \_\_\_\_\_

### APPLICANT INFORMATION:

NAME: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Choose one:  Owner  Landlord  Real Estate Broker

Other \_\_\_\_\_

If Applicant is other than Owner, please provide:

Property Owner Name/address: \_\_\_\_\_ Phone: \_\_\_\_\_

PROPOSED USE: (check what is applicable)  Condominium  Apartments  Manufactured Housing  Mixed Use  Warehousing (storage)  Office  Retail  Personal Services  Assembly  Institutional  Food & Beverage Service  Public Use

### CHECK ALL THAT APPLY:

Ownership Change  New Tenant  Use Change  Business Name Change

Physical Alterations / Construction to the Building:  WILL NOT be made  WILL be made  
If alterations will be made Building/Trade Permit(s) are required.

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Upon completion of all inspections a **CERTIFICATE OF OCCUPANCY** will be issued.

**APPLICANT'S SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

## **CERTIFICATE OF ZONING COMPLIANCE FINAL REVIEWS (APPLICANT MUST COMPLETE)**

**DEPARTMENTAL REVIEWS COMPLETED:**

**PLANNER/PLANNING (IF APPLICABLE)** \_\_\_\_\_

- \_\_\_ Approved, No Comments
- \_\_\_ Approved, With Comments
- \_\_\_ Not Approved, see Attached Comments

**FIRE** \_\_\_\_\_

- \_\_\_ Approved, No Comments
- \_\_\_ Approved, With Comments
- \_\_\_ Not Approved, see Attached Comments

**BUILDING** \_\_\_\_\_

- \_\_\_ Approved, No Comments
- \_\_\_ Approved, With Comments
- \_\_\_ Not Approved, see Attached Comments

**CLERK** \_\_\_\_\_

- \_\_\_ Approved, No Comments
- \_\_\_ Approved, With Comments
- \_\_\_ Not Approved, see Attached Comments

**Date:** \_\_\_\_\_ **CZC APPROVED** \_\_\_\_\_ **CZC DENIED**

# *VILLAGE OF ROMEO*