## **Change of Use Permit Application**

All property or portion of a property that changes or converts uses to a different use requires a Change of Use Permit. The request for Change of Use shall show that the property or the affected part thereof, is in conformity with the provisions of the Zoning Ordinance. The Zoning Administrator will issue the appropriate Change of Use certificate if all of the provisions of this Zoning Ordinance have been met. The Zoning Administrator will withhold Change of Use certificate if the requirements of the Zoning Ordinance have not been met or if violations are present during a required site inspection of the property.



Please complete the entire application and submit with the required documentation and fee.

Applicant Information:			
Applicant (Print Name)	Phone	Fax	-
Interest in Property (owner, re	nter, perspective buy	er, etc.)	
Address, City, State and Zip			
Email			(time stamp) Official Use Only
2. Subject Property Information	n:		
Property Address		Zoning District	
District and Parcel Number			
Legal Description (attach if ne	cessary)		
Current Hee		Dravious Dusiness Name if	appliachla
Current Use		Previous Business Name, if	аррисаріе
Proposed Use		New Business Name, if applicable	
		s, Contract Purchasers, Option Pur y. (if additional signatures are nee	
(Signature)	Date	(Signature)	Date
Print Name		Print Name	

- 5. Required Documentation (include with submittal):
  - A. Diagram (initial submittal may be a scaled drawing of site including all existing site improvements including buildings, paving, septic location, entrance, streets, landscaping, stormwater detention facilities, etc. Upon review of diagram or if site improvements are required an lowa licensed engineer certified site plan drawing may be required).
  - B. A scaled floor plan drawing of interior use of the building. Upon review of plans an architect or engineer stamped plans may be required prior to building permits being issued for the project.

Written description providing energia detail and recepts for the proposed change of use /Type of hydrogen

C.	and business activities (vehicle repair, warehousing, manufacturing), % of square footage of the site or building for proposed use, # of employees, # of shipments each day, etc.)
D.	Detailed statement of proposed improvements

## E. Certification

I hereby certify that I have read and examined this application and know the same to be true and correct.

I owner/applicant hereby agree to comply with all statutes, ordinances, codes, regulations and rules as they pertain to the exercising of this permit.

I owner/applicant hereby give permission for the Polk County to enter onto the property at reasonable times for purposes of assuring compliance with any permits and approvals pertaining to this request.

I owner/applicant understand that this application must be reviewed by the Zoning Administrator, and I may not occupy the premises until the permit has been issued. If site improvements are required, I understand that those improvements must be completed prior to occupying the property.

I also understand that any violation of any of the above provisions may bring legal action against me by Polk County.

Signature of Applicant	Date

A completed application with required documentation and filing fee must be submitted. Incomplete submittal will not be processed.

Return form to: Polk County Public Works Planning & Development Division 5885 NE 14<sup>th</sup> Street, Des Moines, IA 50313 Phone (515) 286-3705

Email:PublicWorks@polkcountyiowa.gov

OFFICIAL USE ONLY						
Received by		Date Received				
Site improvements required	Y/N	Site Plan Required	Y/N			
Improvements completed	Y/N	Site Plan approved	Y/N			
Change of Use Approved	Y/N					