



# THE CITY OF POUGHKEEPSIE

## NEW YORK

### BUILDING DEPARTMENT

62 CIVIC CENTER PLAZA, 2<sup>ND</sup> FLOOR

POUGHKEEPSIE, NY 12602

Phone: (845) 451-4007 Fax: (845) 451-4006

#### REQUIREMENTS FOR APPLICATION FOR CHANGE OF USE PERMITS

**(Please read carefully. Incomplete applications will be rejected.)**

Application for change of use permit shall be made on a form provided by the Building Inspector (see the attached application form). Each application must be accompanied by a completed short environmental assessment form (also attached).

Every application will be reviewed for compliance with the provisions of the Zoning Ordinance applicable to the proposed use and the zoning district in which the subject property is located. In order to enable this review, the following information is required to be submitted with the application:

1. A plot plan, drawn to scale and signed by the person responsible for such drawing, showing the manner in which the land is proposed to be used (including location of any buildings and all accessory uses, such as off-street parking);
2. A floor plan, drawn to scale and signed by the person responsible for such drawing, showing the manner in which all areas of the building or buildings are proposed to be used;
3. If there is not enough room on the application to provide an adequate description of the proposed use, a supplemental narrative should be provided.
4. A \$25.00 application fee.

Please be advised that all information must be submitted in duplicate. All revisions must likewise be submitted in duplicate. All drawings and plans must identify the property in question and the individual responsible for producing such drawing/plan. All drawings and plans must be dated and any revisions must also be noted and dated.

Once the Building Department has received a complete application, the proposal will be reviewed for compliance with all of the applicable provisions of the Zoning Ordinance. The Building Department will, within thirty (30) days of the date of the application, either issue or deny the application, or inform the applicant that further approvals, such as a Building Permit or Site Plan review by the Planning Board, are required. If the application is denied, the Building Department will inform the applicant, in writing, the reasons for such denial, and afford the opportunity of appeal. If further approvals are required, additional information will be provided.



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AP#  
ID#  
FEE: \$25.00  
CODE: BLAP

### APPLICATION FOR CHANGE OF USE PERMIT

(Type or print neatly. Illegible applications will be rejected. Faxed copies will not be accepted.)

ADDRESS: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

APPLICANT'S ADDRESS: \_\_\_\_\_

\_\_\_\_\_ (include zip code)

APPLICANT'S PHONE#: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

OWNER (If not applicant): \_\_\_\_\_

(If the applicant is not the owner, a letter of authorization from the owner **MUST** accompany this application.)

**EXISTING USE:** \_\_\_\_\_

### PROPOSED USE INFORMATION

(For mixed use buildings, check all that apply, including existing uses to remain)

#### RESIDENTIAL USES:

- Single Family Dwelling
- Two Family Dwelling
- Three or More Family Dwelling (including condos)
  - # of Studio Units: \_\_\_\_\_
  - # of One Bedroom Units: \_\_\_\_\_
  - # of Two or More Bedroom Units: \_\_\_\_\_
- Townhouse Development (# of Units: \_\_\_\_\_)

#### NON-RESIDENTIAL USES:

- Business/Office
- Medical Office
- Standard Restaurant
- Take-out Restaurant
- Bar/Nightclub
- Laundromat
- Other: \_\_\_\_\_
- Retail
- Wholesale
- Storage/Warehouse
- Automobile repair
- Automobile sales
- Place of Worship

**DESCRIBE PROPOSED USE(S) IN DETAIL** (For non-residential uses, indicate the number of employees anticipated, for laundromats, the number of washing machines; for automobile repair, the number of work bays as well as employees): \_\_\_\_\_

### APPLICANT'S CERTIFICATION

\_\_\_\_\_  
Applicant's signature      PRINT NAME HERE:

\_\_\_\_\_  
Date

#### For office use only

- PROPOSAL CONFORMS WITH ZONING ORDINANCE:       Yes     No
- PROPOSAL REQUIRES PLANNING BOARD APPROVAL:       Yes     No
- PROPOSAL REQUIRES BUILDING PERMIT AS WELL AS CHANGE OF USE:       Yes     No

\_\_\_\_\_  
Building Inspector/Zoning Administrator

\_\_\_\_\_  
Date