

FOR OFFICE USE ONLY

Fees received by: \_\_\_\_\_ Date of submittal: \_\_\_\_\_

Amount paid: \_\_\_\_\_ Receipt number: \_\_\_\_\_

**Fee: \$50.00**

Is a conditional Use Permit Application Required?  Yes  No



CITY OF  
**SARATOGA SPRINGS**

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**CHANGE OF USE PERMIT APPLICATION**  
**Updated February 2015**

**Applicant & Project Information**

**PROJECT NAME:** \_\_\_\_\_

**TYPE OF BUSINESS:** \_\_\_\_\_

**Property owner:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

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**Applicant / Authorized Agent:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

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**Change of Use Location:** \_\_\_\_\_ **Zoning:** \_\_\_\_\_

**Surrounding land uses/businesses:** \_\_\_\_\_

**Hours of operation:** \_\_\_\_\_ **Number of employees on highest shift:** \_\_\_\_\_

**Size of Building or Tenant Space:** \_\_\_\_\_ **Number of existing Parking stalls:** \_\_\_\_\_

## Supporting Materials

In an effort to provide the best service and most efficient review of your application, no planning application will be accepted unless an appointment is made and the application is determined to be complete, containing all items on the application checklist. To schedule an application submittal appointment, please contact the Planning Department Administrative Assistant at Natalie Ellis at 801-766-9793 x126.

Plans will be routed for review the first business day after they are received. Once routed, most applications will receive a response within 10 business days. Reviews may occasionally take longer for large projects or those with complex circumstances; in these instances the City will notify the applicant of the extended review period.

Staff Use Only:

- Anticipated review of 10 business days       Anticipated review of more than 10 business days

### 19.13.07. Change of Use Permits.

1. In General. This section is intended to provide a process for reviewing the conversion of an existing structure or site from its current or previous use to a substantially different type of activity or use.
2. A substantially different type of activity or use is a use that falls under a different category in the use tables in 19.04.
3. Standards. Any change of use shall meet the following criteria:
  - a. The new use is an allowed use in the zone; if the new use is a conditional use in the zone, the conditional use process shall be followed.
  - b. Signage and parking for the new use shall comply with all standards in place at time of conversion.
    - i. If the existing use is a nonconforming use, a new use of the same type or of a type which has a lower parking requirement may be placed without additional conditions. If the new use is of a different type and has a higher parking requirement, the new parking requirements shall be met.
  - c. Increased parking requirements or external changes to the site or structure for the new use shall require a site plan amendment.

### Application Considerations:

How many parking stalls exist? \_\_\_\_\_

Does the Code require more parking for the new use? Yes    No

If yes, how will the parking requirement be met?

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**Applicant Acknowledgment:**

**I hereby certify that I have read the information contained in this application form and that I have provided the required application materials.**

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant Certification**

I certify under penalty of perjury that this application and all information submitted as a part of this application are true, complete and accurate to the best of my knowledge. I also certify that I am the owner of the subject property and that the authorized agent noted in this application has my consent to represent me with respect to this application. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that the City of Saratoga Springs may rescind any approval, or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the Saratoga Springs Land Development Code and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. Additionally, I agree to reimburse the City of Saratoga Springs all amounts incurred by the City in excess of the base fee required by the Consolidated Fee Schedule to review and process this submitted application and agree to comply with Resolution No. R 08-21 and R 11-22. I also agree to allow the Staff, Planning Commission, or City Council or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof.

Property Owner's/Managers Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_