



CHANGE OF USE

INFORMATION SHEET

FOR OFFICE USE ONLY

APPLICATION NO.

ROLL NO.

DISTRICT

TENANT

Tenant/Operator Name:

Telephone (Primary):

Business/Organization Name:

USE(S) PER LAND USE BYLAW

Existing use(s)/Business:

Proposed use(s):

USE DETAILSTotal area for the proposed use(s) (including all floors, mezzanines, buildings etc.) (m² / ft.²):

Briefly describe the nature of the proposed use(s) (attach cover letter for complete details):

BUSINESS/USE OPERATIONAL DETAILS

Days of operation:

Hours of operation:

Number of daily customer visits (anticipated):

Total number of assigned parking spaces:

For staff:

For customer:

How will overflow parking be managed? Are there overflow parking stalls available and how many?

OTHER

Describe any changes proposed to the interior or exterior of the building/unit:

Any outdoor storage required: ☐ YES, specify outdoor storage area (m² / ft.²):☐ NOAny signage proposed on site: ☐ YES, attach *Signage - Information Sheet* with required documents☐ NO**ADDITIONAL REQUIREMENTS*****In addition to DP Checklist - General requirements, the application shall include:***

- ☐ Floor plans indicating overall floor area(s) and areas of specific uses (i.e. office, warehouse, storage etc.)
- ☐ Site Plan including:
 - location of building/unit
 - proposed parking area (with number of stalls)
 - existing/proposed access to property
 - location of proposed outside storage area and/or signage (as applicable)

Applicant Signature _____

Date _____