



# TOWN OF WEBSTER

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## APPLICATION FOR CHANGE OF TENANT OR USE (In Existing Commercial Structure)

Address of Project: \_\_\_\_\_ Parcel ID #: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_ Suite #: \_\_\_\_\_

Present Owner: \_\_\_\_\_

Present Zoning: \_\_\_\_\_

Present Use: \_\_\_\_\_

### Description of proposed use (to include equipment and/ or alterations)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of proposed signage: \_\_\_\_\_

Date of proposed opening: \_\_\_\_\_ Survey Map or Site Map: \_\_\_\_\_

Site drawings of subject parcel should indicate the following information: **1.** Building Configuration **2.** Driveway Access  
**3.** Parking **4.** Utilities **5.** Adjacent Owners **6.** Location of business, if more than one business on property

**Fee: \$100.00 MUST BE COLLECTED WITH THE APPLICATION**

\_\_\_\_\_  
*Applicant's Name (Printed)*

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Phone Number*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Email Address*

Conditions of Approval: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Application Approved By:

\_\_\_\_\_  
Director of Community Development

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Inspector

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fire Marshal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date