



**PLANNING AND ZONING DEPARTMENT
Use Verification**

The undersigned applies for a Zoning Certificate for the following use. Said certificate to be issued on the basis of the information contained within this application. **If you are not the property owner(s), please include a signed letter from the property owner(s) authorizing you to make this application.** The applicant hereby certifies that all information and attachments to this application are complete and accurate, and that the proposed use will be constructed as shown.

LOCATION

Please include address, street, city, and zip code

Subdivision

Lot #

Parcel ID #

Business Name

Number of Employees &
Total Project Investment (i.e. \$500K)

CONTACT INFORMATION

	PROPERTY OWNER	APPLICANT AND/OR CONTRACTOR
Name		
Company		
Address		
City, State, Zip		
Phone		
Fax		
Email		

DESCRIPTION

Explain Use in Detail (please include scope of business/intended use, all activities, operation hours and square footage) Please provide a separate sheet if additional space is needed for detailed use description.

PLEASE REVIEW AND CHECK THE FOLLOWING.

- Yes No Will alcoholic beverages be served on site?
- Yes No Will sexual oriented materials be sold on site?
- Yes No Is the proposed use an Adult Establishment as defined in the Deerfield Township Zoning Resolution?
- Yes No Is the existing structure and/or tenant space being enlarged or altered? If yes, a separate zoning application (Commercial Construction) must be filed.
- Yes No Will there be any outdoor storage of equipment, boxes, material etc.?
- Yes No Included is a drawing stamped by a registered architect that includes the proposed tenant space as well as a floor plan depicting details such as table, office, restroom, aisle locations and etc.

*Signature of Applicant _____ Date _____

*Applicant hereby affirms that all information and attachments to this application are complete and accurate.

USE VERIFICATION (\$35.00 Application Fee)

A. APPLICABILITY

- 1.** A use verification shall be required for any of the following:
 - a.** Construction of a new nonresidential building or structure;
 - b.** Occupancy or change of occupancy of an existing nonresidential building or structure;
 - c.** Change of use in any nonresidential building; and/or
 - d.** Change in business name.
- 2.** A use verification shall not be required for agricultural uses.

B. REVIEW PROCEDURES

1. Step 1 – Application

The applicant shall submit an application for a use verification prior to any other application being reviewed (including signage, commercial construction and etc.) for the site and/or tenant space. Such application shall include:

- a.** The use verification application and applicable forms available from the township offices;
- b.** All such forms, maps, and information as may be prescribed for that purpose by the zoning inspector to assure the fullest practicable presentation of the facts for the permanent record;
- c.** All required fees as established in the Deerfield Township fee schedule.

2. Step 2 – Review

The zoning inspector shall review the application for conformance with the provisions of this zoning resolution.

3. Step 3 – Decision

- a.** Within 30 business days after the application (Step 1), the zoning inspector shall either approve and issue the use verification or deny the application and, in so doing, state in writing the reasons for the action taken. Such statement of denial shall include, but not be limited to, a list of regulations that would be violated by the proposed use, and shall transmit one copy thereof to the applicant along with one copy of the application, signed, dated and noted as denied.
- b.** In conducting the review of the application, the zoning inspector may consult with any department, agency, public body, official, company, or individual necessary to determine whether the application complies with the regulations of this zoning resolution. Any costs of review shall be borne by the applicant, as stated in the Deerfield Township fee schedule.
- c.** Upon approval, the zoning inspector shall return one signed copy of the application and maintain the second copy of the application for township records.
- d.** If the application is denied, the applicant may appeal the decision to the BZA in accordance with Deerfield Township Zoning Resolution Section 2.05 B.1.

C. REVIEW CRITERIA

All applications for a use verification shall demonstrate conformity with the provisions of this zoning resolution and any plans approved by the township related to the application.