

City of Sanford | County of Lee | Town of Broadway
CHANGE OF USE PERMIT APPLICATION-TENANCY/OCCUPANCY

115 Chatham St., Suite 1, Sanford, NC 27330

Telephone (919) 718-4654

www.sanfordnc.net

Fax (919) 718-4636

***Before a Change of Use Permit will be issued, a detailed floor plan of existing and proposed must be submitted with this application.*

Application Date: _____

Address: _____

City: _____ State: _____ Zip: _____

UTILITIES:

- City/County Water
- City/County Sewer
- Well
- Septic Tank

Applicant Name: _____ Phone #: _____

Applicant Address: _____

City: _____ State: _____ Zip: _____

Prior Occupancy Type: _____

Prior Business Name: _____

Proposed Occupancy: _____

Proposed Business Name: _____

****Change of Tenancy** – Refers to a change in business activity or operations from previously permitted. Change of Tenancy does not include change in occupancy type or approval for remodel.

****Change of Occupancy** – Refers to the change in the “use” of the building i.e.: occupancy classification from one to another. Change of Occupancy does not include an approval for remodel.

EnerGov Case #: _____

SP File: _____

SANFORD / LEE COUNTY / BROADWAY

ZONING CLEARANCE APPLICATION
CHANGE OF USE (Occupancy/Tenancy)



115 Chatham Street, Sanford, NC 27330

919.718.4656

zoning@sanfordnc.net

This application is intended for new or changing uses within existing commercial / industrial buildings where no expansion of the actual building is proposed. Please note that a change of use may trigger site design standards such as paved parking, installation of landscaping, or other improvements. A site plan and floor plan are typically required.

Jurisdiction: Sanford, including ETJ Lee County Broadway, including ETJ

Site Location / Address: _____ **Parcel #/Tax ID #:** _____

Name of Business: _____

Previous Land Use / Previous Business at Location: _____

Proposed Land Use / Description of Project: _____

Number of Employees (at max. shift): _____ **Total Gross Floor Area of Building/Unit** _____ sf

If Proposing a Restaurant please provide of Seating Accommodations (indoor & outdoor): _____

Number of Existing Parking Spaces: _____ **Number of Proposed New Parking Spaces** (if any): _____

Water Source: Public Private (well) **Sewer Source:** Public Private (septic)

Access: Public Street Private Road Easement

PLEASE BE AWARE:

- **Signs require a separate permitting process** and must be reviewed by Zoning and Inspections staff
- New businesses occupying existing commercial structures **may be required to complete site improvements to the property if found to be changing the use of the building.** These improvements include, but are not limited to:
 - Planting of landscaping along street fronts and perimeter property lines
 - Paving of required parking spaces
 - Retrofitting of exterior façade of structure if fronting a major thoroughfare
 - Screening solid waste containers from view of public streets

I hereby certify that the information above is accurate to the best of my knowledge as of the date of my signature.

Applicant's Name (print): _____

Applicant's Name (signature): _____ **Date:** _____

Mailing Address: _____

Email Address: _____ **Phone:** _____