Land Use
Determination Form

1465 Orange Turnpike – Lower Level
Monroe, NY 10950

www.monroeny.org

INFORMATION PROVIDED ON THIS FORM WILL BE USED BY THE BUILDING DEPARTMENT FOR DETERMINATION ON LAND USE, PERMITS, OR ADDITIONAL APPROVALS REQUIRED

ANSWER ALL QUESTIONS ON THIS FORM & RETURN TO BUILDING DEPARTMENT

APPLICANT AND LOCATION
1. Name, Current Address & Phone Number of Applicant (Tenant):


2. E-Mail Address

3. Business Address of property/space intended to be occupied:


EXISTING INFORMATION AT TIME OF REQUEST
4. Name, Address & Telephone Number of Property Owner/Landlord:


6. Size of Space within Property to be occupied: __________________ Sq. Ft.

7. Date applicant intends to occupy premises:

8. Nature of present use of Property:


PROPOSED INFORMATION
9. Intended Use of Premises (Outline of Operations) be Specific:


10. Name of Business:

11. Number of Rooms & Offices contained in Premises:

12. Nature of Proposed Alterations Intended, if any, be Specific:

13. Number of Employees that will Occupy the Site:
14. Days/ Hours of operation: ____________________________________________
15. Total Number of Parking Spaces Provided in the Lease: _______________________
16. Total Number of Parking Spaces to be Designated on Site: _______________________
17. Total Number of Parking Spaces on Site: ___________________________________
18. Will any outdoor signs be required by the applicant: Yes ☐ No ☐
19. Additional Information, if any: ____________________________________________

APPLICANT (PLEASE PRINT) ___________________________________________

SIGNATURE OF APPLICANT ____________________________________________

SIGNATURE OF OWNER/LANDLORD CONSENTING TO APPLICANT

For office use only

Tax Map: Sec. _____ Block______ Lot_______
Zoning District: _______________________________________
Use Group: ______________

☐ Use Permitted no other action required
☐ Use Permitted with the Following Condition(s):
  ☐ Site Plan Review Required by Planning Board ________________________________
  ☐ Conditional Use Review Required by Planning Board _______________________

☐ Building Permit Required _______________________________________________
  ☐ Area Variance ☐ Use Variance Required by Zoning Board of Appeals.

☐ USE NOT PERMITTED for the following reason(s):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________