

Use Determination

The Zoning and Land Development Regulations classify uses by type and intensity to determine the appropriate zoning district for the subject use. This document presents several concerns that should be addressed (or answered) during zoning information inquiry. For that matter, you are required to address the following points in a type written letter before staff review. Please be advised that the letter submitted to staff by the applicant will be considered a honest and accurate representation of the proposed business for the purpose of use determination.

- Name of Applicant(s) and title(s) or function(s).
- Name of business owner if different from applicant.
- Name of business.
- Description of businesses or services provided (please be specific).
- Number of people employed, including part-time employees.
- Hours of operation.
- Description of outside use if any.
- Number of business associated vehicles.
- If business involves the selling of goods, are they new or used or both?
- What is the size of your operation in square feet?
- How many parking spaces are present at the proposed location?
- What is (was) the present use of the proposed location?
- Have you contacted anyone else at the City regarding the same use? If so, who?
- Please sign and date the letter you submit.