

OFFICE OF THE BUILDING DEPARTMENT



1465 Orange Turnpike
Monroe, NY 10950
www.monroeny.org
845-783-1900 ext. 208
845-783-5597 Fax

Land Use Determination Form

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: _____

5. Approximate Size of entire building: _____ Sq. Ft. Size of Lot _____ Sq. Ft.
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

Date: _____

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 or Use Variance Required by Zoning Board of Appeals. _____

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

