

Village of Greenhills

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APPLICATION FOR CERTIFICATE OF ZONING COMPLIANCE BUSINESS, INDUSTRIAL, OR INSTITUTIONAL USES

A Certificate of Zoning Compliance must be obtained prior to occupying or leasing any commercially-zoned property or tenant space. **Greenhills prefers to have the business owner complete this form.**

Business Owner: Please complete this form in its entirety & submit this form to Greenhills to obtain approval for your occupancy of a commercial building or tenant space. If you are proposing interior modifications, also include a proposed floor plan indicating the changes. Greenhills will review the proposed use for zoning compliance.

Business name: _____ Federal Tax ID # of SS#: _____

Current Street address: _____ State: _____ ZIP: _____

Owner/Mgr: _____ Business phone: _____

Company Email Address: _____

24/7 Emergency Contact: _____ Phone: _____

Address of space to be occupied in Greenhills: _____

(Provide floor plan showing exact location, size of space, & dimensions.)

Give a detailed description of proposed business, service, product, etc.: _____

Anticipated number of employees: _____

Building or tenant space frontage linear measurement: _____ FT

This is the lineal measurement of the building or tenant frontage where the entrance door is located

Square footage of space to be occupied: _____

☐ **Interior Changes** /proposed build-out - attach floor plan detailing changes ☐ No Changes will be made

Work to be performed by: _____

☐ **Interior Changes** - made by property owner prior to tenancy; attach *floor plan detailing changes*

☐ **Exterior Changes** - attach elevations & plans detailing changes, *as applicable* ☐ No Changes will be made

Property Owner, *if different*: _____ Phone: _____

Property Owner address, city, state, ZIP: _____

24/7 Emergency Contact: _____ 24/7 Phone: _____

Signage - Temporary & Permanent

Contact Greenhills to discuss signage needs. A Zoning Compliance Certificate is required in advance for all Temporary & Permanent Signs; Building Permits may also be required.

Interior Modifications

Changes to the interior of any building or tenant space require Zoning Approval, and may require Building Permits. Prepare and submit a floor plan which indicates changes to be made to the interior of the building.

Exterior Modifications

Any proposed change to the exterior of a building or tenant space will require property owner approval, as well as the Village's review & approval PRIOR to initiating the change; Building Permits may also be required. Submit elevations and building plans along with this application to initiate a preliminary review.

Fee: \$ _____ Date Received: _____ Received By: _____ Payment: CASH CHECK CREDIT Receipt # _____