



7 Stage Road
Monroe, NY 10950

www.villageofmonroe.org

Land Use Determination Form

Village Hall (845) 782-8341
Fax (845) 782-3006

**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

1. Name, Current Address & Phone Number of Applicant (Tenant): _____

2. E-Mail Address _____
3. Business Address of building intended to be Occupied: _____

4. Property Address (if different from business address): _____

5. Name, Address & Telephone Number of Building Owner/Landlord: _____

6. Approximate Size of entire building: _____ Sq. Ft. Size of Lot _____ Sq.Ft.
7. Size of Space within Building to be Occupied: _____ Sq. Ft.
8. Date applicant intends to occupy premises: _____
9. Nature of present use of Premises or if Vacant, Use immediately Prior to Intended Use by Applicant: _____

10. If vacant how long: _____
11. Intended Use of Premises (Outline of Operations) be Specific:

12. Name of Business: _____
13. Number of Rooms & Offices contained in Premises: _____
14. Nature of Proposed Alterations Intended, if any, be Specific: _____

15. Number of Employees that will Occupy the Site: _____

(over)

16. Days/ Hours of operation: _____
17. Total Number of Parking Spaces Provided in the Lease: _____
18. Total Number of Parking Spaces to be Designated on Site: _____
19. Total Number of Parking Spaces on Site: _____
20. Will any outdoor signs be required by the applicant: Yes ☐ No ☐
21. 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: SR-10 ☐ SR-20 ☐ GB ☐ CB ☐ UR-M ☐ UR-W ☐ VR ☐ LI ☐

☐ Use Permitted no other action required

Date: _____

☐ Use Permitted with the Following **Condition(s)**:

☐ **Site Plan Review Required by Planning Board** _____

☐ **Special 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)**:

 Date: _____

 Building Department