



CHANGE OF TENANCY/OCCUPANCY

Town of Malta
Building & Planning Department
2540 Route 9 Malta, NY 12020
(518) 899-2685

Instructions: Fill out this form and return it with any additional materials to the Building and Planning Department.

New Business Name: _____

Address/Location: _____

Name(s) of Previous Business(s): _____

Applicant/Business Representative:

Name: _____ Telephone #: _____

Mailing Address: _____

Email (required): _____

Property Owner (if different):

Name: _____ Telephone #: _____

Mailing Address: _____

Email (required): _____

Site Information:

Parcel ID/SBL: _____ Zoning District: _____

Proposed Use: _____

Previous Use (if applicable): _____

Date property was acquired by the applicant/owner: _____

Describe any easements or other restrictions on this property: _____

of Employees: _____ Parking spaces needed: _____ Parking spaces provided: _____

Hours of Operation: M _____ Tu _____ W _____ Th _____ F _____

Sat _____ Sun _____

By signing this application, I am attesting the information provided herein and, if applicable, attached is true to the best of my knowledge.

Applicant/Business Representative: Signature: _____ Date: _____

Property Owner/Representative: Signature: _____ Date: _____

OFFICE USE ONLY

Fee Paid: \$ _____ Yes No Waived

Application Status: Complete Incomplete Reason: _____

Reviewer's Initials: _____ Date: _____



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Narrative of Proposed Use:

The following description must include use, services provided, fire protection, signage changes, deletions, additions, alterations, site amendments, or improvements.

PLANNING DEPARTMENT USE ONLY:

Staff Reviewer: _____

Approved Denied

Description of Decision:

Approval is conditioned on the following:

- Issuance of any required building permits.
- Issuance of any required sign permits.
- Completion of a fire inspection by the Fire Marshal.
- _____

Signature: _____ Date: _____



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TOWN OF MALTA CHANGE OF TENANCY/OCCUPATION LAW

§167-24 C. (2) All changes of tenancy or occupation in a facility located in a district or location in this section, other than in an existing one-family or two-family dwelling or mobile home shall be subject to site plan review and approval unless all of the following conditions are met:

- The proposed tenant falls into the same or lesser class as the existing tenant for calculation of parking requirements and is of the same or lesser intensity of use as the tenant being replaced.
- The new tenant does not require any site amenities of a different quality or nature than that already approved on the site.
- The new tenant does not require any exterior additions, deletions or site changes to the existing facilities on the subject property.
- The existing site received final site plan approval.
- The existing use is a permitted use under the provisions of this chapter.
- The existing site is in compliance with any previous site plan approval issued by the Town of Malta Planning Board.
- If there is solely a change in tenancy, an application must be filed with the Building and Planning Department, together with a fee of \$211*. The change of tenancy fee may be waived at the discretion of the Building and Planning Department, but only if an application for a change in tenancy has been filed.

**Please note this fee is subject to an annual increase of 2.5%. Check with the Building and Planning Department for the most current fee amount.*

SUBMISSION MATERIALS

The Building and Planning Department may request the following information, or any other information needed to complete the review process, be included with this application at the time of submission. Applications submitted without the requested information will not be processed.

- Site Plan: A site plan approved by the Town of Malta Planning Board must be submitted with the application for a Change of Tenancy.
- Fire Inspection: Before a Change of Occupancy is issued, proof of a scheduled fire inspection with the Town of Malta Fire Marshall may be required.
- Agency Permitting: Any permit applications required by local, state or federal agencies must be submitted with this application.
- Proposed Signage: Any changes to the existing signage must be submitted in detailed color renderings. Changes to lighting, landscaping, orientation, location, size or color must be clearly depicted.