



CITY OF COCOA BEACH
P.O. Box 322430 Cocoa Beach, FL 32932-2430
Telephone 321 868-3217 Fax 321 868-3378
www.cityofcocoa-beach.com

APPLICATION FOR CHANGE OF USE

Change of Use (010)

Date _____

Applicant Information: (Please Print or Type)

NOTE: Three copies required, unless otherwise noted. There is no fee for this review.
Staff will have up to 10 days to review this application.

Applicant/Agent and Address: _____

Business Phone: _____ **Business Fax:** _____

Owner Name, Address, Phone: _____

E-Mail Address: _____ [Recommended]

Project Name: _____

Project Address: _____

Zoning: _____ **Future Land Use:** _____

NOTICE: An approval of the request made in this application does not entitle the owner to a development permit. All requirements of City Code and LDC, must be met and are applied to any application for, or processing of, a development order or development permit.

This application was prepared and approved with the full knowledge and consent of the undersigned (Owner) _____, and is a full and complete representation of the proposed actions/development of the subject property. The Owner authorizes the agent (Agent) _____ to pursue this request for zoning and/or building/planning review. The Owner further authorizes City Staff, as necessary, reasonable right of entry to the subject premises, for review purposes, based upon this application.

Date _____ **Signature of Owner** _____

Subscribed before me this _____ day of _____, _____

Personally known _____, or produced identification _____

Signature of Notary: _____

APPLICATION CHECKLIST

Pursuant to Land Development Code (LDC) Section 5-10 – Modifications to a Site or to an Approved Site Plan, the following items shall be provided for review of a change use:

SUBMITTAL DOCUMENTS:

Pursuant to Land Development Code (LDC) Section 5-10 C (1 through 4):

_____ 3 Copies of “Project Narrative”, indicating:

1. Type of business proposed
2. Previous land use
3. Explain nature of use/business. How large? Typical hours of operation?
4. Size of tenant space/square footage of all structures

_____ 3 Sets of Floor Plan and Site Plan. The plan must be readable, and the preferred size is engineering standard document format (24” x 36”) at a scale not less than one (1) inch to fifty (50) feet, unless (for larger projects) a larger scale is requested and authorized by the City.

Pursuant to LDC Section 5-10C(5), the plan must illustrate:

- a) Parking (with dimensions) including handicap spaces – existing and proposed
- b) Loading area
- c) Site ingress/egress
- d) Traffic circulation pattern
- e) All abutting roadways
- f) Dumpster location
- g) Existing and proposed signage
- h) Elevation (if plans include constructing additional floors)
- i) Any other information pertinent to the operation of the site

Pursuant to LDC Section 5-10C(6):

_____ 3 Copies of Florida accessibility standards for entrance and restrooms