A Change of Use permit must be issued prior to establishing a new use in a building or on a property. If the use requires a special use, limited use, or conditional use permit, those permits qualify as the required change of use review. If none of the aforementioned permits is required, this form must be submitted and approval issued prior to establishing the use.

Section 2-1-3-14 of the City’s Land Use and Development Code has the following criteria for Change of Use approval:

- It shall be authorized within the zoning district in which the change is proposed;
- It shall be consistent with the adopted City plans and policies;
- It shall comply with the adopted City codes, including the building and fire codes; and
- Applicable fees shall be paid for the permit application and proposed increases in demand for drainage, water, wastewater, or road system capacity per the current City fee schedules.

Following initial review of the proposed Change of Use, City staff may require additional information to be submitted.

**FEES:** Change of Use Permits require a $50 application fee.

### PROPERTY AND CONTACT INFORMATION

**BUSINESS NAME:**

**PROPOSED PHYSICAL ADDRESS:**

**APPLICANT’S NAME:**

**MAILING ADDRESS:**

**PHONE:**

**E-MAIL:**

Are you the owner of the referenced property?

- [ ] YES
- [ ] NO

If no, list the name of the property owner:

### CHANGE OF USE REQUEST

**EXISTING USE**

- [ ] Retail
- [ ] Service Business
- [ ] Restaurant
- [ ] Professional Office
- [ ] Medical Office/Clinic
- [ ] Financial Institution
- [ ] Storage/Warehouse
- [ ] Vacant
- [ ] Other ____________________________________________

**PROPOSED USE**

- [ ] Retail
- [ ] Service Business
- [ ] Restaurant
- [ ] Professional Office
- [ ] Medical Office/Clinic
- [ ] Financial Institution
- [ ] Storage/Warehouse
- [ ] Vacant
- [ ] Other ____________________________________________

**THERE ARE ADDITIONAL QUESTIONS ON THE FOLLOWING PAGE.**
## SUMMARY
Briefly describe the nature of the business including types of products and services to be provided.

________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________

## PROPOSED IMPROVEMENTS
Please describe all proposed modifications to the building and/or lot.

________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________

## USAGE
How much square footage will the business described above be utilizing?

________________________________________________________________________________________________________

## ACKNOWLEDGMENT AND AUTHORIZATION
The undersigned authorizes the Community Development Department to proceed with processing this application under the requirements of the City of Durango Land Use and Development Code (LUDC). The undersigned acknowledges that the information provided herein is accurate to the fullest extent of their knowledge.

Applicant: _______________________________________________________  Date: __________________________

## DEPARTMENT USE ONLY
Application Received By: _____________________________ Date: __________________________  Receipt #: _______________________
Zoning: ______________  Allowed by Zoning?  □ Yes  □ No
Meets Parking?  □ Yes  □ No
Major Street Impact Fee Required?  □ Yes  □ No

Approving Staff Member: _____________________________  Date: __________________________  Project Number: _____________________________