

Application Fee \$200

Certificate of Occupancy Fee \$250

Receipt No. \_\_\_\_\_

Receipt No. \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

TOWN – VILLAGE OF HARRISON  
DEPARTMENT OF BUILDING  
One Heineman Place, Harrison, NY 10528  
Phone 914-670-3050 Fax 914-835-7491  
www.harrison-ny.gov

## APPLICATION FOR CHANGE OF USE

APPLICATION NO. \_\_\_\_\_

DATE FILED \_\_\_\_\_

THE UNDERSIGNED HEREBY MAKES APPLICATION FOR A CHANGE OF USE AND/OR OCCUPANCY PERMIT AND ATTESTS THAT NO CONSTRUCTION OR STRUCTURAL CHANGES WILL BE PERFORMED OR MADE. **PROPERTY MUST BE LOCATED IN A CBD, MFR, NB OR PB DISTRICT.**

NUMBER AND STREET \_\_\_\_\_ ASSESSOR'S

VERIFICATION \_\_\_\_\_

ZONE \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT(S) \_\_\_\_\_

OWNER \_\_\_\_\_

OWNER'S ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

LESSEE \_\_\_\_\_

LESSEE ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

Former Occupant \_\_\_\_\_ Former Use \_\_\_\_\_

New Occupant description, including a detailed description of proposed cosmetic changes and non-structural alterations \_\_\_\_\_

## AFFIDAVIT OF OWNERSHIP

State of New York        }  
                                      }  
County of Westchester } ss:

DO NOT CHANGE THE WORDING  
OF THIS AFFIDAVIT

\_\_\_\_\_ being duly sworn,  
(Owner, Lessee, Architect or Builder/Contractor)  
deposes and says that: \_\_\_\_\_ is the owner in fee of the  
premises to which this application applies; that he/she (the applicant) is duly authorized to make this application;  
and that the statements contained herein are true to the best of his/her knowledge and belief.

Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Notary Public)

**BUILDING DEPARTMENT**  
**TOWN/VILLAGE OF HARRISON**

STATE OF NEW YORK                    )  
  ): SS  
COUNTY OF WESTCHESTER        )

\_\_\_\_\_ being duly sworn, deposes and says that pursuant to the requirements of the Zoning Ordinance of the Town/Village of Harrison Section 235-71(B), on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, a sign was posted in a location plainly visible from the public street and on the property which is the subject of this application, announcing exemption from Planning Board approval and the date in which application is finally approved.

\_\_\_\_\_  
Signature of Applicant

Sworn to before me this \_\_\_\_\_

Day of \_\_\_\_\_, 2 \_\_\_\_\_

\_\_\_\_\_  
Notary Public

## CHANGE OF USE APPLICATION INSTRUCTIONS:

Once this application is submitted, it will be reviewed by the Building Inspector, and a plan correction will be sent out to you after it is reviewed.

Pursuant to 235-71-b(1)a sign shall be posted on the property on or before the fifth calendar day upon receipt of the above mentioned plan correction. Such sign shall be at least 30 x 20 inches in size, consist of sturdy and serviceable material containing a white background with black letters and be placed in a location plainly visible from the most commonly traveled street or highway upon which the property fronts, but in no case more than 20 feet back from the lot line. Such sign shall be at least six feet above the ground and shall read as follows, in legible lettering at least two inches high.

“On this site (describe action set forth in application) is proposed. this matter has been preliminary determined by the Harrison Building Inspector to be exempt from the requirement to obtain planning board approval and this site plan will be finally approved by the building inspector on or after (1<sup>st</sup> business day that is two calendar weeks after the date that the sign is first posted) Interested parties can obtain additional information from the Harrison Building Inspector.”