

VILLAGE OF HILLBURN
APPLICATION FOR NON-RESIDENTIAL CERTIFICATE OF USE

Date: _____

To Building Inspector:

Application is hereby made for a certificate of use pursuant to § 250-42 of the Village of Hillburn Village Code covering Structure and premises located at: Tax Map ID _____

Owner: _____ Applicant's Name (if different from Owner) _____

Property Address: _____

Business Entity Name (Please include all d/b/a's and attach certificates of assumed names):

Business Entity's Mailing Address _____

For the use as (please state any and all intended uses):

Describe present use of the premises if different from proposed use:

Please describe proposed construction/alteration if any? _____

Building Permit Number: _____ If no building permit was issued, the Applicant shall provide all of the information required by the building permit application pursuant to § 250-42(C).

Number of Employees: _____ Number of Parking Places Provided: _____

Hours of Operation: _____ Anticipated vehicle/trucks trips per day: _____

Describe type/size of trucks: _____

Number of overnight parking spaces (special permit required) _____

Name of person in charge of business: _____
Title: _____ Phone#: _____

Any outside storage, describe (Special Permit required): _____

Name of person completing document: _____ Title: _____ Phone#: _____

Attach additional sheets if necessary.

The undersigned affirms that the above information is accurate and should it prove to be inaccurate, any certificate of use is subject to revocation by the Village of Hillburn.

Sworn to/affirmed before me
This ____ day of _____, 20____

Owner

Notary Public

Adopted 9/2015
Amended 4/2021

ALG
4/21

NOTICE:

A CERTIFICATE OF OCCUPANCY OR CERTIFICATE OF USE IS FOR INTERNAL CODE ENFORCEMENT AND RECORD KEEPING PURPOSES ONLY. THIS CERTIFICATE IS ISSUED SOLELY WITH RESPECT TO A SPECIFIC BUILDING PERMIT OR OTHER APPLICATION MADE TO THE VILLAGE AND DOES NOT IMPLY COMPLIANCE WITH ALL CODES. NO PERSON MAY RELY ON THIS CERTIFICATE OR ON ANY ACTS OR REPRESENTATIONS OF VILLAGE EMPLOYEES TO ESTABLISH ANY SPECIAL RELATIONSHIP OR DUTY WITH RESPECT TO THE VILLAGE. CERTIFICATES ISSUED UPON MISINFORMATION OR MISTAKE ARE INVALID.

OFFICIAL USE ONLY

ACTION BY BUILDING/FIRE INSPECTOR:

Application Accepted – Use is consistent with Planning Board Approval dated _____.

Building Permit Required: _____

Signature Date

Letter sent to Applicant: _____ Required Fee: _____ Received on _____ Check _____

Fire Safety Permit: Date Inspected: _____ Failed: _____ Passed: _____ Fire Permit # Issued: _____

Approved for Issuance of Non-Residential Certificate of Use _____
Signature Date

Application Denied – Use is not consistent with Planning Board Approval dated _____.

Applicant is Referred to the Planning Board for site plan approval: _____

Applicant is Referred to the Zoning Board of Appeals for variance: _____

Signature Date

Reason:

ALG
2/10/21