



# Town of Kitty Hawk Planning & Inspections

P.O. Box 549  
101 Veterans Memorial Dr.  
Kitty Hawk, NC 27949  
Phone: 252-261-3552  
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## Change of Use Application

**Property Address:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Property Owner/Landlord Name:** \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

**Tenant/Business Owner Name:** \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

Outline of everyday business activities:

\_\_\_\_\_  
\_\_\_\_\_

a. Type of merchandise, product or services \_\_\_\_\_

b. Number of employees at greatest shift \_\_\_\_\_

c. Days/Hours of operations \_\_\_\_\_

d. Amount of area used for office/retail space \_\_\_\_\_

e. Amount of area used for inside storage \_\_\_\_\_

f. Type of materials stored \_\_\_\_\_

g. Is the storage area open to the public? ( ) Yes ( ) No

h. The amount of outside storage or display proposed and location \_\_\_\_\_ sq. ft.

**STAFF USE ONLY:**

Date: \_\_\_\_\_  Fire Department  Police Department  Building Inspector

Administrative Approval: \_\_\_\_\_ Planning Board & Town Council Approval

### **CHANGE OF USE PROCEDURE**

1. Submit an application to the Planning Department outlining your business.
2. Please give examples of everyday business activities to help determine if what you are proposing is permitted or conditional use within the applicable zoning district.
3. Information in your application should include but not limited to:
  - a. The amount of area used for office/retail space. Please give each use proposed.
  - b. The amount of area used for inside storage and the type of materials stored.
  - c. The type of merchandise, product or services that will be provided by your business.
  - d. The number of employees your business will have on the greatest shift.
  - e. List the employees for all the uses proposed.
  - f. The amount of outside storage or display proposed. (a sketch on a site plan would also be helpful)
  - g. The days and hours of operation.
  - h. A sketch of the building floor plan containing the proposed uses, storage areas, office spaces, display areas, etc. can be submitted to help detail the above information.
  - i. A site plan must be submitted showing any proposed changes to the existing site. Parking spaces and calculations should be shown on the plan.
4. After you have provided this information, the Town will make a determination if your proposed use is allowed in your chosen zoning district. If the change cannot be approved administratively, then you may be required to submit a conditional use permit application for Planning Board and Town Council consideration.
5. After the Planning Department has approved the change of use, the following information will need to be submitted:
  - a. A letter or copy of a septic approval permit from the Dare County Health Department stating that the septic provided is adequate for your use (if applicable).
  - b. A building permit application for any construction including structural, electrical, plumbing, HVAC, fuel piping, refrigeration, fire alarm or sprinkler improvements.
  - c. A sign permit application, application fee and sketch with dimensions of proposed signage.