

City of Littleton

SUPPLEMENTAL TENANT FINISH INFORMATION

DATE: _____
JOB ADDRESS: _____ SUITE # _____
NAME OF BUSINESS _____
CONTACT _____

TYPE OF BUSINESS

Check Appropriate Classification. More Than One Classification may be Checked

<input type="checkbox"/> General Office	<input type="checkbox"/> Medical/Dental Office	<input type="checkbox"/> Public Banking
<input type="checkbox"/> Retail Sales	<input type="checkbox"/> Wholesale Sales	<input type="checkbox"/> Public Rentals
<input type="checkbox"/> Dining	<input type="checkbox"/> Liquor Sales	<input type="checkbox"/> Carry-out Food
<input type="checkbox"/> Auditorium/Church	<input type="checkbox"/> Entertainment	<input type="checkbox"/> Manufacturing
<input type="checkbox"/> Auto Repair/Service	<input type="checkbox"/> Warehouse/Storage	Other _____

Provide a brief description of the existing tenant, if any, and proposed tenant's business. Specify the proposed type of business activity i.e., the type of service performed, product sold, product manufactured, etc. For Dining, liquor lounge, and auditorium or church uses, specify the proposed seating capacity: _____

***If an existing City Liquor License is to be affected by the proposed project please contact the City Clerk.
*More than One Use Classification requires square footage of each use**

Total Square Footage of Site: _____ Square Footage of All Buildings: _____

Is there an addition to the existing square footage? _____ How many square feet? _____

Is there a change in use? **Yes No**

Is there more than One Use Classification use proposed? _____ If yes than:

What are they? 1. _____ 2. _____ 3. _____ 4. _____

List square footage of each use: 1. _____ 2. _____ 3. _____ 4. _____

Does each proposed use meet the parking requirement? _____

Does the lot meet the minimum open space requirement? _____

ALL TENANT FINISH APPLICATIONS MUST INCLUDE THE FOLLOWING INFORMATION:

1. All lot lines and any improvements must be shown.
2. Full site plan of lot.
3. All parking must be shown when proposing a change of use.
4. Dimensions, setbacks if constructing an addition.
5. And any other information to be shown on plan to allow the Zoning Official to assess the application efficiently and expeditiously.

Signature – Agent and / or Owner

Date