

**Change of Business Use in the Village Center District.** In support of the unique character of the Village Center district and in recognition of the limited opportunity for new development, the Town of Farmington Planning Board authorizes expedited review by the Code Enforcement Officer (CEO) to approve a change of business use in an existing business/commercial structure within this district, subject to the following requirements:

- (1) The opportunity for expedited review in the Village Center District shall apply only to those Commercial & Industrial uses identified in the Table of Permitted Uses as PR (permitted with review) in the Village Center (VC) district.
- (2) The proposed change of use does not include the construction of a new structure or the expansion of the footprint of an existing structure.
- (3) The proposed change of use does not involve the use or sale of toxic, hazardous and/or flammable materials or liquids.
- (4) The CEO determines that the proposed change of use is unlikely to diminish property values or result in other negative impacts within the district.

The applicant shall submit to the CEO a completed *Application for Change of Business Use in the Village Center District*. That application shall include, at a minimum, the following information:

- (1) Name, address and contact phone number for the applicant;
- (2) The number of years and other location(s) where the business is located (if applicable);
- (3) A detailed description of the business activities. If a retail business is proposed, an overview of the types of goods to be sold shall be included;
- (4) Hours of operation;
- (5) Number of employees;
- (6) Plan for exterior lighting, if any;
- (7) Proposed signage;
- (8) Trash removal plan;
- (9) Noise levels, and
- (10) Any other information the CEO determines necessary to assist him in his decision.

Within five (5) business days of receipt of a complete *Application for Change of Business Use in the Village Center District* (an Application), the CEO shall notify the applicant if the application qualifies for the expedited review or if review by the Planning Board is required. If the CEO determines the proposed change of use qualifies for expedited review, s/he shall, within ten (10) business days of receipt of a complete Application, issue a written approval, including any conditions, or denial of the Application. The Certificate of Occupancy shall be issued upon satisfaction of requirements included in that approval and prior to opening for business.

The CEO shall have the right to request comments from other Town Department staff and professionals if deemed necessary by the CEO. If an Application is denied by the CEO, the applicant must then submit an application to the Planning Board for Site Plan Review.

**Any person aggrieved by a decision of the CEO regarding an application for a Change of Business Use in the Village Center District may appeal said decision to the Planning Board within thirty (30) days of the decision date.**