

# Certificate of Use Application

**Filing Requirements**

***Certificate of Use Applications will not be accepted unless the following two items are included with your application.***

- A complete application – Sections 1 and 2
- Application fee \$ \_\_\_\_\_ (check payable to the Allen County Treasurer)

**Section 1: Application Information**

Project Address \_\_\_\_\_

Project Description \_\_\_\_\_

Please check the box for the Certification of Use your applying for

- Auto Sales     Fireworks     Junk & Salvage Yard     Other

When certified below, this Certificate of Use is issued by the Department of Planning Services Zoning Administrator, pursuant to Indiana Code Title 36, Allen County Code 3, and City of Fort Wayne code § 157.503. • A Certificate of Use certifies only that a proposed change in use of the real estate is permitted in the zoning district and complies with the use provisions of the applicable zoning district. • I understand that no inspections by DPS Staff has been conducted on the above property and that this Certificate of Use does not verify the status of the buildings on the property, and does not verify compliance with parking, signs, or landscaping regulations. • I understand that additional Zoning Regulations are required to be met, (which has not been reviewed by this office)  
(-Parking Standards - Paving Requirements - Sign Requirements -Automobile Storage Requirements)

**Section 2: Signature**

Applicant Name \_\_\_\_\_

Address \_\_\_\_\_

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

Contact Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_

This Permit is signed by the applicant and issued by the Zoning Administrator, or its duly authorized agent, pursuant to Indiana Code Title 36-7-4, Allen County Code 3 (if in the Allen County), or City of Fort Wayne Code § 157 (if in the City of Fort Wayne). The Applicant granted permission to proceed with the application for the project, but only as approved by the express terms of this Permit. Construction must begin within 90 days of the issuance of this permit; and if construction is not timely commenced, then this Permit shall expire and shall be null and void. There shall be no occupancy and/or use of the project until a Certificate of Compliance is issued by the Zoning Administrator and a Certificate of Occupancy is issued by Allen County Building Commissioner.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Office Use Only – Do Not Fill Out Information Below this Line*

Planning Jurisdiction:  AC  FW  HT  WB  GB  MV

Notes: \_\_\_\_\_

Payment Type:     Cash     Check     Credit Card (on line only) Rcpt # \_\_\_\_\_

Check #/Credit Card Approval #/Cash Amount: \_\_\_\_\_

Approved By: \_\_\_\_\_ COU- \_\_\_\_\_

