



NON-RESIDENTIAL CHANGE OF OWNERSHIP PROCEDURES

SELLER REQUIREMENTS:

1. Complete the **Non-Residential Change of Ownership Form** (page 3 of this packet) and submit to the Zoning Office with the required fee, which is based on the square footage of the unit/building.
2. Provide buyer with signed copies of all approved site plans. Verification, in the form of an original, signed letter stating that the buyer has received the site plans, is required to be submitted with the Non-Residential Change of Ownership Form.
3. All site improvements are expected to be in satisfactory condition and in conformance with the approved site plan. Improvements include, but are not limited to, paving, sidewalks, parking lot striping, ADA-compliant parking spaces, signage, lighting, landscaping, trash enclosures, and fencing.
4. A site inspection will be performed by the Zoning Officer to determine whether the site is in compliance with the approved site plan(s). If the site is not in compliance, the seller will be provided with a list of deficiencies that must be corrected before the Township is able to issue a Certificate of Conformance.
5. If the property is to transfer ownership prior to the outstanding deficiencies being corrected (as occasionally occurs with bank-owner properties), an escrow deposit (to be determined case-by-case, dependent on the extent of the deficiencies) will be required prior to the issuance of a Temporary Certificate of Conformance being issued. The escrow funds will be held by the Township until the deficiencies have been corrected, and the Township is able to issue a Certificate of Conformance.

BUYER REQUIREMENTS:

If the buyer/buyer's business, or any other occupant/tenant, intends to occupy the subject property, a Non-Residential Leasing packet must be submitted and approved prior to occupancy or the commencement of any tenant fit-out work. The proposed tenant (even if it is the buyer's own business/company) shall complete and submit the Non-Residential Leasing packet with all applicable forms. Please see the Non-Residential Leasing Procedures packet for more information.

If an existing permitted tenant is to remain in the property after the transfer of ownership, no additional permit is required. If an existing tenant has not been permitted (never obtained zoning approval for their occupancy/use of the property, the required Non-Residential Leasing packet must be submitted for all unpermitted businesses.

Note: Absolutely no signage shall be installed and/or altered (including change of copy) prior to the approval of a **Sign Permit Application**.

USE AND/OR ANY CONSTRUCTION WORK (TENANT FIT-OUT) MAY NOT COMMENCE PRIOR TO THE ISSUANCE OF ALL NECESSARY ZONING AND CONSTRUCTION PERMITS.



NON-RESIDENTIAL CHANGE OF OWNERSHIP REQUIREMENTS

§ 156.037 ZONING OFFICER; ZONING PERMITS; CERTIFICATES OF CONFORMANCE.

- (7) Prior to any change of tenancy, use or ownership (even if tenancy shall not change) or any non-residential building, structure or premises or part thereof, including but not limited to condominium units, certificate of conformance shall be obtained by the owner. Such certificate of conformance shall be issued by the Zoning Officer if the following are found to be true:
- (a) Proof of a satisfactory fire protection inspection by the appropriate local code official;
 - (b) Building numbering has been installed as required by §§ 98.35 through 98.40 of the Township Code;
 - (c) There are no outstanding violations of Title 15 of the Township Code;
 - (d) There are no outstanding violations of the site plan and/or subdivision approval(s) applicable to such building, structure or premises or part thereof; and
 - (e) There are no outstanding violations of §§ 96.01 through 96.05 of the Township Code governing parking area maintenance;
 - (f) The owner/seller has provided written verification to the Zoning Officer that signed copies of the approved site plan for the property have been provided to the buyer; and
 - (g) The zoning officer may require an as-built survey to determine appropriateness of the proposal.
- (8) The owner/seller shall be responsible for making application for a certificate of conformance and obtaining the same prior to occupancy of any dwelling, building, structure or premises or part thereof by transferee, assignee, tenant or other third party. The owner/seller shall be liable for penalties pursuant to § any 156.040 if such owner/seller fails to file an application for a certificate of conformance when one is required by this section.

§ 156.038 PAYMENT OF TAXES.

No approval, permit or certificate for any of the following shall be given to an application or to an applicant any taxes or assessments for local improvements are due or delinquent on the property for which the application is made: preliminary and final site plan; preliminary and final subdivision; minor subdivision; minor site plan; bulk variance; use variance; conditional use; zoning permit or subdivision approval certificate. An application approval or issuance of any of the above items shall not be deemed complete and shall not be considered by for applicable municipal agency unless the applicant submits with the application a certification signed by an the authorized representative of the Voorhees Township Tax Collector's office stating that no taxes or assessments as described above are due or delinquent on the subject property.

§ 98.38 SPECIFICATIONS.

- (C) Commercial unit numbers shall be:
- (1) In Arabic numerals.
 - (2) A minimum height of 12 inches high and reflectorized or lighted so that they can be viewed at night at a distance of 50 feet.
 - (3) Used in conjunction with building names where appropriate.
 - (4) At least ten feet above ground level and so placed that trees, shrubs and other obstructions do not block the line of sight of the numbers from the street upon which the building fronts.



NON-RESIDENTIAL CHANGE OF OWNERSHIP FORM

SELLER REQUIREMENTS:

Submit the information below and obtain a Certificate of Conformance prior to the transfer of ownership. This form must be submitted at least ten (10) business days prior to settlement.

BUYER REQUIREMENTS:

Submit **Non-Residential Leasing packet(s)** and obtaining Certificates of Conformance for any new tenants (including buyer’s own business/company) prior to the occupancy or use of the property by any new tenant.

Property Address: _____ **Block:** _____ **Lot:** _____

Square Footage of Building/Unit: _____ **Zone:** _____ **Qual:** _____

Existing Use of Property: _____

Seller’s Name: _____ **Seller’s Email:** _____

Seller’s Address: _____ **Phone:** _____

Buyer’s Name: _____ **Buyer’s Email:** _____

Buyer’s Address: _____ **Phone:** _____

Realtor’s Name: _____ **Realtor’s Phone:** _____

Expected Settlement Date: _____

An interior inspection may be required prior to the issuance of a Certificate of Conformance.

If unit is empty and the inspector is to enter using a lockbox, provide **lockbox combo here:** _____

If unit is not empty and on a lockbox, provide contact information for the individual to unlock the unit below:

Contact’s Name: _____ **Contact’s Email:** _____

REQUIRED: Email where Certificate is to be sent: _____

Non-Residential Change of Ownership Certificate of Conformance Fee Schedule

| | |
|---------------------|-------|
| Up to 5,000 SF | \$50 |
| 5,001 – 10,000 SF | \$100 |
| 10,001 – 15,000 SF | \$200 |
| 15,001 – 20,000 SF | \$300 |
| 20,001 – 50,000 SF | \$400 |
| 50,000 – 100,000 SF | \$500 |

| ZONING OFFICE USE ONLY | | | |
|-------------------------|--------------------|---------------|---------------|
| Date Paid: | Amount Paid: | Cash/Check #: | Collected by: |
| Inspection Schedule for | M T W Th F | Date: | Time: |