



## NON-RESIDENTIAL CHANGE OF OWNERSHIP PROCEDURES

### SELLER REQUIREMENTS:

1. Complete the **Non-Residential Change of Ownership Form** (page 2 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. The escrowed 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 Change of Tenant packet must be submitted and approved prior to occupancy or the commencement of any tenant fit-out work. See the **Non-Residential Change of Tenant** packet for details.

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 a change of copy) prior to the approval of a separate **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 APPLICATION

**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 Change of Tenant Application** and obtain permit and certificate for any new tenants (including buyer’s own business/company) prior to the occupancy or use of the property by any new tenant.

|                                  |                  |       |
|----------------------------------|------------------|-------|
| <b>Property Address:</b>         | Block:           | Lot:  |
| Square Footage of Building/Unit: | Zone:            | Qual: |
| Existing Use of Property:        |                  |       |
| <b>Seller’s Name:</b>            | Seller’s Email:  |       |
| Seller’s Address:                | Phone:           |       |
| <b>Buyer’s Name:</b>             | Buyer’s Email:   |       |
| Buyer’s Address:                 | Phone:           |       |
| <b>Realtor’s Name:</b>           | Realtor’s Phone: |       |
| Expected Settlement Date:        |                  |       |

**A separate CCO must be obtained from the Voorhees Township Construction Department.**

**That department must complete an interior inspection of the property prior to settlement.**

**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: |