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TOWN OF ESSEX

CERTIFICATE OF OCCUPANCY APPLICATION

DATE OF REQUEST: _____ FEE: \$85.00 PDF (includes recording)

MAP/PARCEL/LOT: 2-053-008-000 NO. 2014-184

The undersigned herewith requests an inspection of the premises and the issuance of "Certificate of Occupancy" of premises, or portion thereof, for use or habitation.

This request is for use only of existing land or buildings.

This request is for new construction or rehabilitated or altered structure which was done under authority of zoning permit # 2014-184

✓ issued to Jeff Templeton Jr. on 12-2-14.

Premises are at 46 Kellogg Rd

Water service installation inspected and approved by existing

Driveway location inspected and approved by existing

Sanitary sewer connection or septic system inspected and approved by:

Name: _____ Date: existing

Construction was begun after-the-fact, 20____ and completed _____, 20____

Approval granted by _____ P.C. or Z.B.A. _____ on _____, 20____.

Use of premises intended Commercial Industrial uses
(type of use)

X Applicant's Signature: [Signature] Telephone: 881-0316 Cell: 734-3680
Email: Jeff@VTglassolutions.com

By issuance of this Occupancy Permit, the Town of Essex Zoning Administrator hereby acknowledges that the use and/or building construction is in complete conformity with the Zoning Regulations, unless otherwise noted. Field measurements and similar dimensions for setbacks are based in part on evidence supplied by owner. The Town of Essex is not liable for errors or mistakes when it is found that information submitted by the applicant is erroneous or inaccurate.

Certificate of Occupancy has been approved with _____ without conditions.
If with conditions, see attachment outlining same.

see attached reference for use of each unit

Certificate of Occupancy denied _____. Please see attachment with reasons for denial.

12-22-14
Date

[Signature]
Zoning Administrator

Subj: **46 Kellogg Road**
Date: 11/20/2014 10:34:13 A.M. Eastern Standard Time
From: skelley@ESSEX.ORG
To: jeff@vtglasssolutions.com
CC: estherlotz@aol.com, skelley@ESSEX.ORG

Good Morning,

In reviewing the approved plans for this lot, it indicates that you have 13 parking spaces. In looking through the permit files I determined that the following Use Permits were issued for this property:

2009-15, Fisher Auto Parts;
2010-70, Cold Storage for Commercial Kitchen Equipment;
2011-129, Storage for Basement Waterproofing & Foundation Repair;
2011-147, Cold Storage

During our inspection on 10/31/14, I determined that the building has been fit-up over the years to accommodate 5 units. I identified the units as follows (starting with the unit located in the back of the lot):

Unit A: 'Glass Solutions' (Jeff Templeton owner of business and owner of building (purchased in 2014). The owner combined two units into one. The unit has storage area, bathroom and small office. No signage on lot or building associated with this use. 1 employee.

Unit B: 'Superior Maintenance', used as storage unit for Merchants Bank. Occupied unit in June/July, 2014. No office or bathroom in this unit. No permit issued. No signage on lot or building. 1 employee.

Unit C: Vacant unit. It has a bathroom and two offices.

Unit D: 'Northern Realm Power Store Supplies', occupied unit for approximately 5 years. No bathroom, no office. 1 employee.

Unit E. Fisher Auto Parts; permit does not state number of employees, or how much parking was dedicated to this unit. Is there a lease on this unit that describes #of employees/parking?

In summary, it appears that I only have a Use Permit for Fisher Auto. You will need to submit a Zoning Permit for the existing uses. It is probably easier for you to submit one permit, listing the uses as noted above (except Fisher as they have a permit). You will need to verify the number of employees that I have (or have not) documented, and document the number of parking spaces associated with each unit. Please document the size of each unit. Once that is completed, I will issue the permit and sign off on the Certificate of Occupancy. Attached is the Zoning Permit for your convenience. The fee will be \$85.00 (rather than charge each unit, submit 1 permit).

Remember, as new uses come onto the site, they will need to apply for their own Use Permit!

SK

Sharon L. Kelley, Zoning Administrator
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skelley@essex.org