



TOWN OF NEW MARKET
39 West Main St.
PO Box 27
New Market, MD 21774

TOWN OF NEW MARKET
USE CERTIFICATE

Before occupying any new building, changing uses or businesses in a building, or operating a temporary activity/event, all businesses or individuals must first obtain a Use Certificate from the Town of New Market. This approval is required to verify that the proposed use or business is a permitted use within the zoning district.

A Use Certificate must be applied for when:

- The use of a property is changed
- When a use is added e.g. a home occupation
- When temporary uses of a property are proposed

Application Date: _____ **Application Fee:** \$85.00

For Office Use Only:

Fee Paid: \$ _____ *Check #:* _____ *Cash:* _____

Name of Applicant: _____

Address of Applicant: _____

Applicant Phone: _____ (C) _____

Applicant E-mail: _____

Name of Proposed Business: _____

Address of Proposed Business/ Activity: _____

Business Phone: _____

Proposed Use of Property: _____

Previous Use of Property: _____

Provisions for Parking/Number of spaces: _____

Property Zoning: _____ Area (in square feet) to be occupied: _____

Proposed Opening / Activity Dates: _____

APPLICANT Signature: _____ DATE: _____

PROPERTY OWNER Name: _____

PROPERTY OWNER Signature: _____ DATE: _____

SIGNS: If signs will be erected, re-lettered or replaced a sign permit must be obtained from the Town of New Market. Additionally, if the business is located within the Historic District, approval must be obtained from the Historic District Commission.

TOWN BUSINESS LICENSE REQUIRED: Before conducting a business within New Market, one must obtain the required Business License from the Town Office.

For Office Use Only:

_____ Use Approved under Ordinance, Section: _____

_____ Certificate of Use Issued on a Temporary Basis and will expire: _____

_____ Use Certificate Approved By: _____

_____ Use Certificate Denied: _____

Comments:

