



# Village of Greenport Building Department

236 Third Street, Greenport, New York, 11944

(631) 477-0248 Ext. 212

www.villageofgreenport.org

## CHANGE OF USE/OCCUPANCY/TENANCY APPLICATION

All information below is to be filled out by the applicant.

This completed application is to be accompanied by floor plans showing the proposed layout and room dimensions, and a letter of intent stating what the proposed use/occupancy/tenancy will be.

**A FIRE SAFETY INSPECTION MUST BE CONDUCTED PRIOR TO OPENING.**

**THE OWNER OF THE PROPERTY IS:** (PLEASE PRINT CLEARLY) **DATE:** March 13 2020  
 214 Front Street, LLC

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First Name	Last Name	Business Name, if applicable	
PO Box 841	Southold, NY 11971		

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Mailing Address	City, Town, Village	State	Zip
516-241-8135	bennettbrokaw@hotmail.com		

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Phone Contact	E-Mail Address	Fax #

**CONTACT PERSON** (if different from owner)  
*The person to receive all correspondence including permit and associated certificate:*  
 Charles Squire      Gail Barlow

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First Name	Last Name	Business Name, if applicable	
3480 Orchard Street,	Orient, NY 11947		

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Mailing Address	City, Town, Village	State	Zip
646 283 8215	charles@mutinybranding.com		x

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Phone Contact	E-Mail Address	Fax #

*IF ANYONE OTHER THAN THE OWNER COMPLETES THIS APPLICATION, WRITTEN CONSENT FROM THE OWNER MUST BE SUBMITTED WITH THIS APPLICATION.*

**Property Location:**

Suffolk County Tax Map Number: 1001 Section: 004.00 Block: 09.00 Lot 021.00  
 Street Address: 214 Front Street Greenport, New York, 11944

**Zoning District:**  CR    WC    CG

**Is property located within the Historic District?**  Yes    No

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BY: .....



## CHANGE OF USE/OCCUPANCY/TENANCY APPLICATION

**FILL IN ALL THAT APPLY:**

THE CURRENT USE IS: Retail Shop  
 THE CURRENT OCCUPANCY IS: Vacant  
 THE CURRENT TENANT IS: Vacant (formerly antiques)  
 THE PROPOSED USE IS: Office  
 THE PROPOSED OCCUPANCY IS: Rental  
 THE PROPOSED TENANT IS: Mutiny Branding (Charles Squire/Gail Barlow)

Change in occupancy or use shall include any change in configuration of a premises, and any change or alteration in the primary use or addition or removal of a secondary or accessory use.

In addition to any other inspection required by the Code of the Village of Greenport, or by law, each retail and commercial space, and each premises with a space used for public assembly, shall be inspected for compliance with the New York State Uniform Fire Prevention and Building Code and Greenport Village Code prior to any change in use, occupancy or tenancy and as follows:

**(1)** In the event that the change of use, occupancy or tenancy creates, changes, or continues a conditional use, or requires a building or other permit under the New York State Uniform Fire Prevention and Building Code or Greenport Village Code, then applications shall be referred to the Building Department and the Planning Board pursuant to § **150-29** of the Greenport Village Code for conditional uses and § **150-30** for all uses, and an application for review by the Planning Board shall be required.

**(2)** In the event that the change of use, occupancy or tenancy does not create, change, or continue a conditional use and does not require a building or other permit under the New York State Uniform Fire Prevention and Building Code or the Greenport Village Code, The Code Official shall approve the use after a fire safety inspection is complete and the property is deemed to be in compliance.

\* In the event that the inspection to be performed shall be of a premises which includes a place of public assembly, or a premises or use where an RPZ valve is required: the inspection shall include a certification of the sprinkler system, the fire alarm system, and the determination of the existence or operation of an RPZ valve.

**I have read and understand all the rules, regulations, and requirements associated with the application for a change of use/occupancy/tenancy.**

DocuSigned by:  
*Gail Barlow*  
5E900AER20454E4

Signature of Applicant

DocuSigned by:  
*Charles Squire*  
A8DBAA17B3B148B

3/13/2020

Date



BY: .....

Letter of Intent  
Proposed Use for 214 Front Street

March 13, 2020

To Whom it May Concern,

Our intent is to occupy 214 Front Street as an office for our company, a branding agency called Mutiny. The space will be used as the full-time office for 4 employees, and we will offer desk shares to freelancers or remote workers who would like a place to work or conduct meetings that is more equipped for doing business.

Mutiny business activities include brand strategy and development services to tech, retail and consumer startups. We also offer branding and other business-building workshops. We would like to use the space to host small business networking events for the local business community, related to entrepreneurialism and branding.

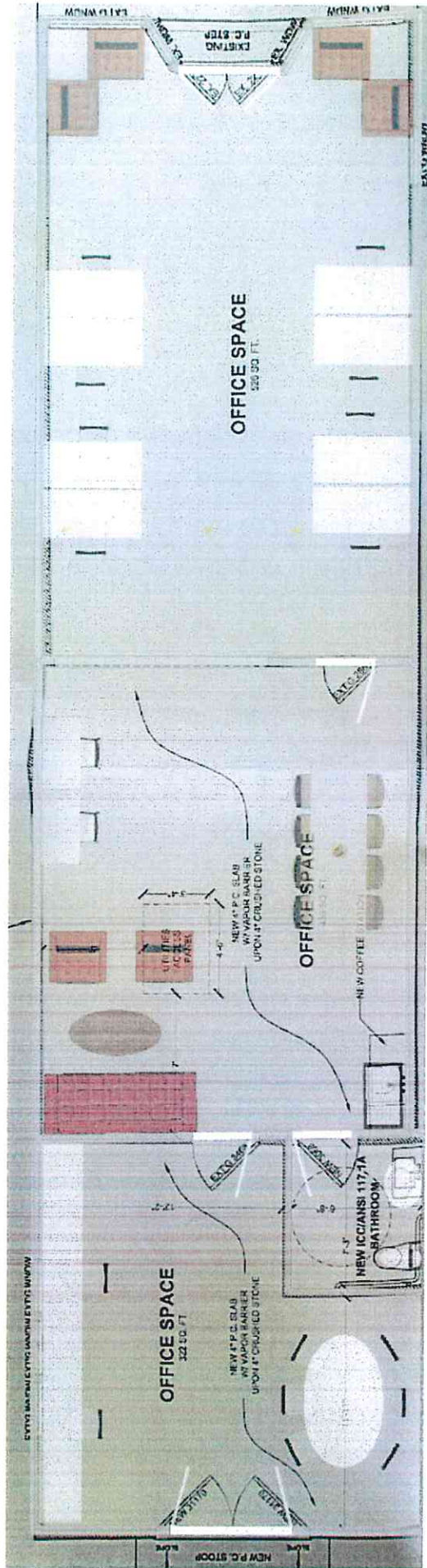
Our website is [mutinybranding.com](http://mutinybranding.com)

Best,  
Charles Squire  
Gail Barlow

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214 Front Street  
Office use



19 x 19 ft. (approx)

19 x 23 ft. (approx)

19 x 31 ft. (approx)

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