

## Town of Port Deposit

64 S. Main Street  
Port Deposit, MD 21904  
410.378.2121  
www.portdeposit.org



**Wayne Tome, Jr.**

Mayor

**Vicky Rinkerman**

Town Administrator

**Patti Gray**

Treasurer

### TOWN OF PORT DEPOSIT CHANGE OF PROPERTY OWNERSHIP FORM

Date: \_\_\_\_\_

This information shall be provided to the town prior to the deed being stamped for recordation.

This form shall determine if a certificate of occupancy or change of use is required when there has been a change in property ownership. An application shall be provided when any building or property, or both, is created, erected, changed, converted, or wholly or partly altered or enlarged in its use or structure changed or improvements made, OR when a building or property will be leased for residential or commercial use to determine if permits and/or a certificate of occupancy or change of use is required from the Cecil County Permits and Inspections Department of Cecil County Government.

Subject Property Address: \_\_\_\_\_ Town Zoning District \_\_\_\_\_

Property is the primary residence for the owner (as per SDAT): \_\_\_\_ Yes \_\_\_\_ No

Name New Owner: \_\_\_\_\_  
Print Name Email Cell Phone

Owner Address if different from property: \_\_\_\_\_

If owned by LLC, Corp., Partnership

Company Contact: \_\_\_\_\_  
Print Name Email Cell Phone

To the best of your knowledge:

**Current Property Use:** \_\_\_\_ Residential – includes single family, duplex, condominium, or apartment(s)

Residential rental(s)? \_\_\_\_ Yes \_\_\_\_ No If yes, number of units: \_\_\_\_\_

Type of unit(s): \_\_\_\_ single family \_\_\_\_ duplex \_\_\_\_ apartments

\_\_\_\_ Commercial

\_\_\_\_ Both - Mixed Use – business & commercial

\_\_\_\_ Vacant Lot

\_\_\_\_ Rental Property

**New Property Use:** \_\_\_\_ Residential - Includes single family, duplex, condominium, or apartment(s)

If adding new apartments, how many? \_\_\_\_\_ What floor(s)? \_\_\_\_\_

\_\_\_\_ Commercial

\_\_\_\_ Both - Mixed Use – Commercial Floor? \_\_\_\_\_ Residential Floor(s)? \_\_\_\_\_

\_\_\_\_ Vacant Lot – New Construction Planned \_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_ Rental Property/Investment – Will the owner live on the property? \_\_\_\_ Yes \_\_\_\_ No