



Application to Establish a **Legal Non-Conforming Use**

Certificate Cost: **None**

Primary Code Reference: **Chapter 7, Section 10.75(4)**

Applicant Information

Name of Applicant:	
Applicant Phone Number:	Applicant Fax Number:
Applicant Mailing Address:	
Applicant Email Address:	
Relationship of Applicant to Property:	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Lessee <input type="checkbox"/> Other
Name of Authorized Agent (if applicable):	
Agent Phone Number:	Agent Fax Number:
Agent Mailing Address:	
Agent Email:	

Property and Use Information

Property Address (if different from applicant):	
Current Zoning:	Current Use:
Legal Description(s):	

Proposed Use Information

Code Requirements Not Met: *Please describe any ways in which your land use does not comply with current Code requirements. Use extra sheets if required and please include specific code references if possible.*

FOR USE BY COUNTY STAFF – DO NOT WRITE HERE

Case Name/No.:	Date Received:
Fee/Amount Paid:	
Director Decision: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date Signed:



Along with an application to establish a Legal Non-Conforming Use, the applicant must submit the following:

Required Materials:

- a) A general narrative of the proposed improvements and land use, including adequate detail indicating which aspects of the current Regulations are not met and specific code references.
- b) Sufficient documentation to show that the non-conforming use existed in its current state and condition prior to adoption of the current Regulations, uninterrupted through to the present day including, but not limited to, the following:
 - a. Licenses, such as beer, liquor, retail, or professional occupation showing dates of applicability.
 - b. For rental properties, receipts showing the dates of use, directories, utility bills, or other such documents.
 - c. For a business, receipts showing the type of service or goods provided, dated phone directories, Polk’s Directory, or other similar documentation.
 - d. For commercial or multi-family residential uses, statements from utility providers, such as power, water, or gas, which indicate date and time of use.
 - e. Notarized statements from neighbors who have observed the nonconforming use over the required time period.

Acknowledgement of Right to Appeal

The Applicant herein, or his/her authorized Agent, hereby acknowledges that he/she has been advised of his/her right to appeal the decision of the Applicable Director to the County Commission, according to the requirements of Section 10.70 of the Zoning Regulations.

Applicant Signature: _____ Authorized Agent: _____

Agent Authorization and Request for Notification of Changes

The applicant, if signed below, grants the above noted authorized agent the authority to act on the property owners behalf regarding all matters of this application. Please also check YES if the Applicant requests to receive correspondence from the Planning Division regarding any submittals received or changes made during this application.

Applicant Signature: _____ Date: _____

Yes, I request to receive notification of submittal changes made during the application review process.