



Application for **Non-Conforming Use Permit**

Certificate Cost: **None**Primary Code Reference: **Chapter 7, 10.75(9)**

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):	
Permit Actions Sought: <i>(check all that apply)</i>	<input type="checkbox"/> Expansion <input type="checkbox"/> Modification

Proposed Use Information

Project Description: <i>Please describe the planned expansion/modification of your non-conforming use. Use additional sheets if required.</i>

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:

Primary guidance as to the requirements and process for obtaining a Non-Conforming Use Permit are included in Section 10.75(9) of the Regulations. The following materials are required with all applications:

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) A completed and signed application for the establishment of a Legal Non-Conforming Use, approved by the Applicable Director.
- c) A depiction of all proposed improvements/expansion on the project site, complete with the location of all structures, property lines, setback lines, landscaping, site access, and other details deemed by the Applicable Director to be necessary to determine that the project meets the requirements of Section 10.75 of the Regulations.

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 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.