

Application For Certificate of Non-Conformance

Page 1

Date: _____	Non-Conformance Application Number - _____
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Instructions to Applicant: The owner of any property which does not conform with the area-bulk or use regulations of the zone district in which it is located may apply for a Certificate of Non-Conformance. Included with this application shall be a site plan and documented evidence that the non-conforming use was in existence before the Zoning Code was adopted. Such evidence may consist of deeds, mortgages, contractual agreements, building permits, tax records, etc.

All information requested below must be provided before a Certificate of Non-Conformance shall be issued. This certificate insured the property owner of the right to continue his non-conforming use as specified in Article ____ of the Zoning Code. Applicants are encouraged to visit the office of the Zoning Administrator for any assistance needed in completing this form.

1. Name of Applicant(s): _____ Phone: (____) _____
Address: _____
(Street) (City) (Zip Code)

2. Property interest of applicant:
 Owner Lessee Contractor Other: _____

3. Name of Owner(s) (if other than applicant): _____
Phone: (____) _____ Address: _____
(Street) (City) (Zip Code)

4. Location of Property:
Address: _____
(Street) (City) (Zip Code)

Legal description: (Lot, block, and subdivision; or metes and bounds; description and acreage.)

5. Use of existing structures: _____

6. Condition of Non-Conformity:

7. In making the application, the applicant represents all of the above statements and any attached documents and drawings to be a true description of the existing use of the property. The applicant also consents to the entry in or upon the premises described in this application by any authorized official of this municipality for the purpose of inspecting the subject property.

Date: _____, 20____ Signature of Applicant: _____

Date: _____, 20____ Signature of Owner: _____

Application For Certificate of Non-Conformance

Page 2

CERTIFICATE OF NON-CONFORMANCE

This is to certify that the non-conforming structure or use situated on the following described property:
(LEGAL DESCRIPTION: Lot, block, and subdivision; or metes and bounds description and acreage):

also known as ADDRESS: _____, was lawfully existing and in use prior to the adoption of the Zoning Code of this municipality which created the non-conformity and that the following non-conformity conditions hereinafter described existed at that time:

Issuance of this certificate is based upon evidence submitted by the applicant and with the mutual understanding that this certificate does not exempt the above-described property from the applicable provisions of the Zoning Code pertaining to non-conforming uses.

Dated: _____, 20_____

Zoning Department

By: _____
Zoning Administrator

Application For Certificate of Non-Conformance

Page 3

SITE PLAN

A site plan must be attached or drawn on the attached graph paper at a scale large enough for clarity showing the following information:

- A. Location and dimensions of lot, buildings (existing and proposed), driveways, and off-street parking spaces.
- B. Distance between: Building and front, side, and rear lot lines; Principal building and accessory buildings; Principal building and accessory buildings on adjacent lots.
- C. Location of signs, easements, underground utilities, septic tanks, tile fields, water wells, etc.
- D. Any additional information as may reasonably be required by the Zoning Administrator and applicable sections of the Zoning Code.

SCALE: 1" = _____

