

# Legal Non-Conforming Status

*PZ-LNC*

## ONLINE SUBMITTAL REQUIREMENTS:

- Be prepared with a Parcel Number or Site Address (if multiple, select one initially and the others can be added later in the application form)
- Narrative – typewritten, describing the specific Use of the property and the reason for a legal non-conforming status verification. This description should include (as applicable):
  - Buildings and signs located on the subject parcel
  - Activities taking place on the property (deliveries, traffic, etc.)
  - Date the property was purchased by current owner
  - Zoning when Use was Established
  - Date when Use was established
  - Date Lot was created
- Site Plan (only upload if applicable to the request; otherwise no upload is needed)

## OTHER DOCUMENTS:

It is the applicant's responsibility to submit evidence of the lawful existence and continued Use of the activity or structure by providing the following types of information, including documentation of the date that the Use/activity commenced and evidence of continuous operation:

- Any historical documentation associated with the parcel
- Tax Records and Deeds applicable to the property
- Lease agreements containing descriptions of the property uses;
- Plats/Plans
- Dated photographs
- Licenses
- Bills or receipts, including bills from utility companies;
- Sketch or plan indicating area occupied by structure and/or use
- Sworn affidavits from persons with knowledge of the Use
- Site Survey with Legal Descriptions of proposed and existing parcels and easements by Engineer or Surveyor
- Signage Plan
- Architectural Drawings