

LEGAL NONCONFORMING STATUS

PZ-LNC

WHAT TO EXPECT

- **Read this document in its entirety before using the online portal to apply for a permit.**
- **Be Prepared** - Information to have ready and submittal requirements are noted below. All submittal items must be in electronic format PRIOR to initiating an online application. **Only PDF format will be accepted.**
- **Online Portal Tutorial** – please watch a very brief video [here](#) prior to applying online so you understand how to use the online portal permitting system.
- **Register** – You will need to register in the online portal [here](#) if you have not already done so. Please remember your e-mail address and password because you will need them for future log-ins.
- **Start Your Online Application** - When you have followed the steps above, initiate an application using the online portal [here](#). You will need to log in, select My Portal, then Apply Online, then Planning and Zoning, then Legal Nonconforming Status, and follow the prompts from there.
- **Submit** - Clicking “Save and Continue” at the end will submit your application and create a permit. (A legal nonconforming status request is considered a “permit” by the system.) You will have an opportunity to edit your information one last time prior to submitting, and if you need to make changes later you may contact staff for assistance.
- **Upload** – Once you have created your permit, you may scroll down to “Submittals” and upload your PDF documents. Please note that you may see many requested items that were not discussed at your pre-application meeting. If staff did not request these items specifically and/or if they are not mentioned in your pre-application meeting notes, you may leave these items blank. *Please see the Online Submittal Requirements and Additional Requirements below.*
- **Communication** – Your case will be assigned to a planner who will let you know if anything else is needed to proceed with your request.

ONLINE APPLICATION INFORMATION

- **Parcel/Site** - be prepared with a Parcel Number or Site Address (if multiple, select one initially and the others can be added later in the online application)

ONLINE SUBMITTAL REQUIREMENTS

Please provide a **CLEAR, READABLE electronic or scanned copy of the following in PDF format:**

- **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)

ADDITIONAL REQUIREMENTS

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