



Documenting a Nonconforming Situation Application

FOR INTAKE, STAFF USE ONLY

File # _____

Date Rec _____ by _____ Neighborhood _____

Base Zone _____ Overlay Zone _____ Bill # _____

Quarter Section Map _____ [Y] [N] Unincorporated MC

Plan District _____ Related File # _____

APPLICANT: Complete all sections below that apply to the proposal. Please print legibly.

Check all that apply Applicant Owner Contact Person Other _____

Name _____

Street Address _____

City _____ State _____ Zip Code _____

Day Phone _____ FAX _____ email _____

Check all that apply Applicant Owner Contact Person Other _____

Name _____

Street Address _____

City _____ State _____ Zip Code _____

Day Phone _____ FAX _____ email _____

Development Site

Address or Location _____

Cross Street _____ Sq. ft./Acreage _____

Site Tax Account Number(s) and Legal Description(s)

Tax Account #	Property ID #	State ID #	Tax lot/Lot Block Addition/Section #
R	R		
R	R		
R	R		
R	R		

Adjacent Property (any adjacent property in the same ownership may also be subject to development standards). Also indicate adjacent property that will be vacant after this review.

Tax Account #	Property ID #	State ID #	Tax lot/Lot Block Addition/Section #
R	R		
R	R		
R	R		
R	R		

continued / over

List all standard evidence being submitted in date order. Include this material and a site plan with the application. If you do not have standard evidence, a Determination of Legal Nonconforming Status Review is required. Forms for this land use review are available in the Development Services Center at 1900 SW Fourth Avenue.

Standard evidence to show that the **situation was allowed when established** includes: building permits, land use permits, development permits, zoning codes or maps.

Situation Allowed When Established	Use/Development	Type of Documentation
1.		
2.		
3.		

Standard evidence to show that the **situation was maintained over time** includes: utility bills, income tax records, business licenses, listings in business, telephone, or Polk directories, advertisements in dated publications, building, land use or development permits, insurance policies, leases, dated aerial photos, insurance maps, or land use and development inventories prepared by a government agency. Provide documentation in increments of at least three years.

Maintained Situation	Use/Development	Type of Documentation
1.		
2.		
3.		
4.		
5.		
6.		