



155.2433. Nonconforming Certificate

DEADLINE: Initial electronic submission and fee must be received by 5:00 PM each business day.

Application Review Process:

Application Type	Step 1	Step 2	Step 3
Nonconforming Certificate	Pre-Application Meeting (Optional)	Staff Review	Final Decision from the Development Services Director

APPLICATION CHECKLIST

The following shall be submitted in Camino.			
<input type="checkbox"/>	The electronically signed application.		
<input type="checkbox"/>	Application Fee as established by resolution of the City Commission. See Appendix C - Fee Schedule in the Information section of the P&Z webpage.		
<input type="checkbox"/>	A written narrative describing the specifics of the request and all supporting information.		
<input type="checkbox"/>	Current survey. <i>Surveys to be recent and must show all improvements on the property.</i>		
		Nonconforming Use	Nonconforming Structure
<input type="checkbox"/>	Any evidence to support request including:	Local business tax receipts covering each year since the use became nonconforming	An approved Development Order
		Business records such as sales receipts, invoices, tax receipts, ledger books, Internal Revenue Service filing forms, or other proof of continuous use	A previously approved Nonconforming Certificate
		Affidavits from the owner and neighboring property owners who have knowledge of the existence of the use	A survey at the time of structure was constructed or developed;
		Proof of ownership or tenancy (deed or lease). A contract to purchase shall be acceptable in lieu of a deed	A recent survey
		Utility receipts and/or record	An approved site plan, landscape plan, or permit plan

REVIEW STANDARDS:

A Nonconforming Certificate for a nonconforming use shall be approved only on a finding that the use has not ceased to operate or discontinued for a period of six consecutive months or longer, or for 18 months during any three-year period.

A Nonconforming Certificate for a nonconforming structure shall be approved only on a finding that the structure was constructed and/or developed in accordance with an approved development order or plan on file with the City.