

APPLICATION FOR
CERTIFICATE OF NONCONFORMING USE

INSTRUCTIONS TO THE APPLICANT

1. **Application Form**: This form requests basic information about the application being made.
2. **Signature of legal owner** or power of attorney must be provided.
3. **Filing Fees**: Consult the staff of the Planning Department at 827 - 7th Street, Room 101 or call (916) 874-6221 for current fees. Make checks payable to "Treasurer, County of Sacramento."
- *4. **Site Plan**: Three copies must be submitted with the application.
 - a. The plan should include:
 - Existing trees, waterways, streets, driveways, parking, structures, signs and other improvements.
 - Indicate the location and approximate floor area of the existing use. If the business area contains multiple uses (e.g. sales office, storage, etc.) indicate the area of each. Floor plan may be shown on separate sheet if necessary.
 - **Property lines for all abutting properties (including those opposite public or private streets) and a clear indication of the names of streets, Assessor's Parcel Numbers and owners of each property shown.**
 - b. Draw all plans to engineering scale; show site dimensions, north arrow, and visual scale.
 - c. Submit plans folded 8-1/2" X 11" in size.
5. **Plan Reduction**: Submit one reduced 8-1/2" X 11" photocopy of site plan.
- *6. **Names and Mailing Addresses** of all adjacent property owners and tenants, including those across the street from the subject property. (Two (2) sets to be provided on attached mailing label sheet.)
7. **Copy of current business license**, please submit if required.

*See accompany Sample site plan and mailing list.

FOR OFFICIAL USE ONLY

Zoning History: _____

Zoning at Time Use Was Established: _____

Zoning Change Which Made Use Nonconforming: Date _____ Ord. No. _____

Zoning Enforcement Comments: _____

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