

## Certificate of Noncompliance Application

**PROJECT ADDRESS:** \_\_\_\_\_ **Zoning District:** \_\_\_\_\_

Applicant \_\_\_\_\_  
 Applicant Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_ Zip Code \_\_\_\_\_  
 Person to contact \_\_\_\_\_  
 Phone # \_\_\_\_\_  
 E-mail \_\_\_\_\_

Owner \_\_\_\_\_  
 Owner Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_ Zip Code \_\_\_\_\_  
 Phone # \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Check if same as applicant information

Read the statements below and sign to acknowledge agreement.

I hereby acknowledge that in review of this application, the City of Riverside may require the services of the City Engineer and/or the City Attorney to insure that the requested item(s) for review of this application is compliant to the current zoning laws and policies of the City of Riverside. For any and all costs incurred in the review of this application, I acknowledge that the city of Riverside or any of the City's consultants listed above are my responsibility to reimburse.

I hereby attest that all information on this application is, to the best of my knowledge, true and accurate. Additionally, I hereby grant permission for the City of Riverside Zoning Administrator to enter upon the above mentioned property (or as described in the attachment) for the purposes of gathering information related to this application.

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Checklist:**

- Site Plan (indicate the portion of the structure or land used for the nonconforming use and/or the extent that dimensional requirements are nonconforming)
- Letter of Explanation (Answer the below questions)
  - Please be as detailed as possible when describing the use and areas in which it takes place.
  - Did the use/structure lawfully exist prior to the adoption or amendment of the zoning regulation that makes it nonconforming?
  - Did the use/structure exist continuously on the property since it became nonconforming, without interruption of more than 12 consecutive months?
  - The use/structure has not been expanded or relocated on the property since the adoption of the zoning regulation that makes it nonconforming?
- Supporting Documentation (See Page 2)

**OFFICIAL USE ONLY**

Permit No. \_\_\_\_\_

Approved \_\_\_\_\_

Intake Staff \_\_\_\_\_

Denied \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**Required for Submittal:**

**To meet the listed requirements, the applicant must provide documentation to substantiate the claim of nonconforming rights. Documentation includes, but is not limited to:**

- Zoning maps from the time of commencement of the use to the present
- A copy of the zoning regulations in effect at the time the use began
- A copy of official documents for each year of the use's operation including, but not limited to, the following:
  - Copies of utility bills showing billing information for the use
  - Copies of tax bills showing billing information for the use (all sensitive data redacted)
- Copies of approved building permits (including certificate of occupancy for that use)
- Copies of directories listings for each year of the use's operation (including telephone book,
- Montgomery County Auditor records
- Three notarized affidavits from individuals attesting to their personal knowledge of the continuous, uninterrupted use of the property. Affidavits, by themselves, will not suffice as the only evidence of existence for nonconformance; in other words, the applicant should submit other evidence along with notarized affidavits. Affidavits must contain specific information as to the affiant's knowledge of the use, and the basis of that knowledge.
- Other documents that substantiate the existence of the specific use, or structure on the property, such as newspaper articles or dated photographs.
- Documentation should be should be provide back to 1995 or to a known rezoning/amendment.