

NONCONFORMING USE CHANGE OR EXPANSION CHECKLIST

INSTRUCTIONS → Submit the following items listed in the checklist below. Online submittal via the [Permitting Portal](#) is preferred. Hard copies may be submitted by mail or in person however, digital files of all hard copies will be required to be submitted.

NOTE: A nonconforming use must be [certified](#) prior to applying for a change or expansion. An expansion request may be a Review Process I, II, or III depending on the size. See [EMC 15.02](#) for land use and project review procedures.

[Online Submittal Instructions](#)

[Hard Copy \(paper\) Submittal Instructions](#)

1) <input type="checkbox"/> Fee	Fees are noted in the Planning, Zoning and Land Use Fee Schedule . Fees are non-refundable and payable by cash, check or credit card.
2) <input type="checkbox"/> Land Use Application	The Land Use Application must be filled out completely and signed by the owner, applicant, or primary contact.
3) <input type="checkbox"/> Site Plan	Must be drawn in accordance with the Residential Site Plan Checklist or General Site Plan Checklist . May require survey to verify setbacks and/or height. Plan(s) must be legible and drawn to scale at 1"=20'. 11" x 17" preferred.
4) <input type="checkbox"/> Narrative Statement	For a Change request, provide a typed narrative statement addressing the 4 criteria from EMC 19.38.020 , subsection C. For an Expansion request, provide a typed narrative addressing the 10 criteria from EMC 19.38.020 , subsection D.
5) <input type="checkbox"/> Mailing List	If applicable, this must be completed per the Mailing List Instructions . Notice is only required for Expansion requests greater than ten percent of land or building area. An expansion request greater than ten percent but less than or equal to twenty-five percent is subject to Review Process II. An expansion request exceeding twenty-five percent is subject to Review Process III.

If this checklist or any of the items above are not included with your application submittal, your application may be deemed "incomplete" and returned to you in accordance with [EMC Title 15.01](#).