

NONCONFORMING CERTIFICATION CHECKLIST USE, BUILDING, OR LOT

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. Refer to [EMC 19.38](#) for detailed regulations of nonconforming structures, uses and lots.

[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"/> For Nonconforming Use Certifications Only	If applicable, please review and complete the Nonconforming Use Questionnaire .
5) <input type="checkbox"/> For Nonconforming Lot Certifications Only	If applicable, please review and complete the Recorded Transaction History form.

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](#).