



# Determination of Nonconforming Use

SALT LAKE CITY PLANNING

### OFFICE USE ONLY

|            |              |                |         |
|------------|--------------|----------------|---------|
| Project #: | Received By: | Date Received: | Zoning: |
|------------|--------------|----------------|---------|

Project Name:

### PLEASE PROVIDE THE FOLLOWING INFORMATION

Address of Subject Property:

|                    |        |
|--------------------|--------|
| Name of Applicant: | Phone: |
|--------------------|--------|

Address of Applicant:

|                      |           |
|----------------------|-----------|
| E-mail of Applicant: | Cell/Fax: |
|----------------------|-----------|

Applicant's Interest in Subject Property:

Owner     Contractor     Architect     Other:

Name of Property Owner (if different from applicant):

|                           |        |
|---------------------------|--------|
| E-mail of Property Owner: | Phone: |
|---------------------------|--------|

Existing Property Use:

Proposed Property Use:

**Please note** that additional information may be required by the project planner to ensure adequate information is provided for staff analysis. All information required for staff analysis will be copied and made public, including professional architectural or engineering drawings, for the purposes of public review by any interested party. For questions, please contact Planning at [zoning@slcgov.com](mailto:zoning@slcgov.com).

### WHERE TO FILE THE COMPLETE APPLICATION

Apply online through the [Citizen Access Portal](#). There is a [step-by-step guide](#) to learn how to submit online.

### REQUIRED FEE

Filing fee of **\$202**

### SIGNATURE

If applicable, a notarized statement of consent authorizing applicant to act as an agent will be required.

|                              |       |
|------------------------------|-------|
| Signature of Owner or Agent: | Date: |
|------------------------------|-------|

## SUBMITTAL REQUIREMENTS

Staff Review

**1. Project Description** (please attach additional sheets electronically)

Written description of the determination or modification of existing use that is being requested.

**2. Supporting Evidence** (see section [21A.38.040.E DETERMINATION OF NONCONFORMING USE](#))

Evidence to support a continuation of the existing use.

A chronology of all uses on the subject property from the time the existing use began to this date.

If the existing use is non-residential:

Attached copies of all business licenses relating to the subject property.

### INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

\_\_\_\_\_ I acknowledge that Salt Lake City requires the items above to be submitted before my application can be processed. I understand that Planning will not accept my application unless all of the following items are included in the submittal package.