



SUPPLEMENTAL APPLICATION
NONCONFORMING DWELLING FACT SHEET
(November - 2008)

Nonconforming dwelling: A dwelling, which lawfully existed prior to the enactment of a zoning ordinance prohibiting or restricting the dwelling. A nonconforming dwelling may be continued after the effective date of the ordinance, although the use does not comply with the present zoning regulations.

The purpose of this fact sheet is to assist the applicant and Planning staff in determining when a dwelling was first established and if it can be replaced. Evidence must be provided demonstrating the residence was legally established and has continued as a dwelling to the present without a one-year interruption in use or placement upon the lot.

The information requested below will help determine whether or not the dwelling is a legally established nonconforming use. The more detailed the information and the more substantial the supporting documentation the better. Every item may not apply to your particular case, or the information may not be known or may not be available. Please include any additional information you think might help even though it's not listed below:

1. Where is this nonconforming dwelling located? Address _____
Tax Lot _____ Section _____ Township _____ Range _____
2. Date the house or dwelling was first established or date of mobile home placement. _____

Submit the name of the builder, building permit number, and material or subcontractor receipts. For a mobile home, submit a bill of sale, transport permit number, name of installer, and setup permit number.
3. Date of sewer hookup or septic tank and drainfield installation. _____
Submit sewer hookup receipt or septic tank permit and installer's name and address.
4. Date water service was provided or date well drilled. _____
Submit water district records or well installation receipt and name of well driller.
5. Date electrical service was first provided. Submit documentation from service provider to demonstrate that continuous service has been provided. _____
6. Date telephone service was first provided (documented by service provider). _____
Submit hookup receipts and demonstrate that continuous service has been provided.

7. Date gas service was first provided (documented by service provider). _____.
Submit hookup receipts and meter number, and demonstrate that continuous service has been provided.
8. Date of driveway installation. _____ Submit gravel and/or construction receipts and/or entrance permit documents.
9. Dates of any accessory structure construction, such as barns, sheds, garages, etc. _____
Submit the name of the builder(s), building permit number(s), and material or contractor receipts.
10. The non-conforming dwelling has the following (please check those that apply).
 - Intact exterior walls and roof structure. Interior wiring for interior lights.
 - Indoor plumbing consisting of kitchen sink, toilet and bathing facilities connected to a sanitary waste disposal system.
 - A heating system: Type _____ Total Sq. Ft. of Dwelling _____
 - Are there any other dwellings on this property? _____
 - This dwelling has been used continuously as a residence from the date it was first established; except for the following _____

11. Attach copies of County Assessor appraisal records, which document when this dwelling was established.
12. Please consider and include any other documentation, i.e., dated pictures, aerial photographs, tax records, receipts, registration, licenses, statement from original owner, original neighbors, etc.

Your Name _____ Phone # (H) _____ (W) _____

Mailing Address _____ City _____ Zip _____

Your Signature _____ Date _____