



# NON-CONFORMING USE CHECKLIST (ACC 8-7-5) (OR STRUCTURE EXPANSION OR EXTENSION)

A Non-conforming use request is a **staff level** application

**GENERAL INFORMATION:**

Applicant:	DESCRIPTION	Staff:
	<b>MASTER APPLICATION FORM</b>	
	<b>DETAILED LETTER</b> by the applicant fully describing the request or project and addressing the following:	
	Reason for request of expansion	
	Type of non-conformance	
	Applicable City Comprehensive Plan	
	Reason for request of extension	
	Date that original non-conformance began	
	<b>CURRENT SITE PLAN:</b> One (1) Full-sized, scaled plot plan, showing all existing and proposed easements, property lines, structures, septic and well locations, and existing and proposed driveways drawn to scale, including one copy reduced to 8 ½" x 11."	
	<b>PROPOSED SITE PLAN:</b> One (1) Full-sized, scaled plot plan, showing all existing and proposed easements, property lines, structures, septic and well locations, and existing and proposed driveways drawn to scale, including one copy reduced to 8 ½" x 11."	
	<b>NEIGHBORHOOD MEETING CERTIFICATION</b>	

	<p><b>APPLICATION FEE: \$500</b></p> <p><i>NOTE: Building, Engineering, and Surveying applications and fees may be required and are separate from Planning &amp; Zoning Applications and Fees.</i></p>	
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Supplementary information at the discretion of the Director or County Engineer may be required to sufficiently detail the proposed development within any special development area, including but not limited to hillside, planned unit development, floodplain, southwest, WUFI, Boise River Greenway, airport influence, and/or hazardous or unique areas of development.

Application will not be accepted unless all applicable items on the form are submitted. This application shall not be considered complete until staff has received all required information.