



**Lawrence-Douglas County
Planning Office**

1 Riverfront Plaza Ste 320, P.O. Box 708
Lawrence, KS 66044
(785) 832-7700 Fax (785) 832-3110
<http://www.lawrenceks.org/pds/>

REGISTRATION of a NONCONFORMING USE CHECKLIST

Application materials must be submitted electronically via the [Citizen Self-Service Portal](#). If you are unable to provide the materials online, please contact the Planning Office at 785-832-7700.

This checklist has been provided to assist you, the applicant, as you prepare your application. Submission of less information than necessary to adequately review and process your application will delay the review process.

The applicant shall meet with Planning Staff at least seven (7) working days prior to submittal of the application.

Submission of less information than necessary to adequately review and process your application may delay the review process. The submitted application shall conform to Sec. 20-1505 of the Development Code.

General Submittal Requirements

❖ **Application and attachments**

- ☐ A complete application submitted via the [Citizen Self-Service Portal](#).
- ☐ Owner Authorization Form **if** applicant is not the legal owner of the property.



**Lawrence-Douglas County
Planning Office**

1 Riverfront Plaza Ste 320, P.O. Box 708
Lawrence, KS 66044
(785) 832-7700 Fax (785) 832-3110
<http://www.lawrenceks.org/pds/>

OWNER AUTHORIZATION

I/WE _____, hereby referred to as the "Undersigned", being of lawful age, do hereby on this _____ day of _____, 20 __, make the following statements to wit:

1. I/We the Undersigned, on the date first above written, am/are the lawful owner(s) in fee simple absolute of the following described real property:

See "Exhibit A, Legal Description" attached hereto and incorporated herein by reference.

2. I/We the undersigned, have previously authorized and hereby authorize _____ (Herein referred to as "Applicant"), to act on my/our behalf for the purpose of making application with the Planning Office of Lawrence/Douglas County, Kansas, regarding _____ (common address), the subject property, or portion thereof. Such authorization includes, but is not limited to, all acts or things whatsoever necessarily required of Applicant in the application process.
3. It is understood that in the event the Undersigned is a corporation or partnership then the individual whose signature appears below for and on behalf of the corporation or partnership has in fact the authority to so bind the corporation or partnership to the terms and statements contained within this instrument.

IN WITNESS THEREOF, I, the Undersigned, have set my hand and seal below.

Owner (printed name and position in
corporation if signing for a corporation)

Owner (printed name and position in
corporation if signing for a corporation)

STATE OF KANSAS
COUNTY OF DOUGLAS

The foregoing instrument was acknowledged before me on this _____ day of _____, 20 __,

by _____.

My Commission Expires:

Notary Public