REGISTRATION of a NONCONFORMING USE
Application Requirements

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.

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General Submittal Requirements

- **Application Form**
  - □ A complete Application Form.
    - ▪ Page 1 – Contact information property summary
    - ▪ Page 2 – Signature Page

- **Attachments Required**
  - □ Owner Authorization Form if applicant is not the legal owner of the property
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                                                       Owner

STATE OF KANSAS
COUNTY OF DOUGLAS

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

by ________________________________________________________________.

My Commission Expires:                                   ______________________________
Notary Public
APPLICATION
Registration of a Nonconforming Use

OWNER INFORMATION
Name(s) __________________________________________________________
Contact __________________________________________________________
Address ______________________________________________________________________________________
City ___________________________ State _______ ZIP __________
Phone (___) __________________________ Fax (___) __________________________
E-mail ___________________________________________ Mobile/Pager (___) __________

APPLICANT/AGENT INFORMATION (if different from above)
Contact __________________________________________________________
Company __________________________________________________________
Address ______________________________________________________________________________________
City ___________________________ State _______ ZIP __________
Phone (___) __________________________ Fax (___) __________________________
E-mail ___________________________________________ Mobile/Pager (___) __________

PROPERTY INFORMATION
Address of Property ______________________________________________________
Present Zoning District _____________________________________________________________________________
Present Land Use and Date Use Established _____________________________________________________________
_______________________________________________________________________________________________
Legal Description (may be attached) _________________________________________________________________
_______________________________________________________________________________________________
Number and Description of Existing Improvements or Structures ________________________________
SIGNATURE

I/We, the undersigned am/are the (owner(s)), (duly authorized agent), (Circle One) of the aforementioned property. By execution of my/our signature, I/we do hereby officially register the Nonconforming Use as indicated above.

Signature(s): ___________________________ Date ______________

________________________________________ Date ______________

________________________________________ Date ______________

Note: If signing by agent provide Owner Authorization sheet.

STAFF USE ONLY

Application No. _______________________
Date Received _______________________

Registration of a Nonconforming Use