



NONCONFORMING DETERMINATION REQUEST

COMMUNITY DEVELOPMENT | PLANNING

SUBMITTAL REQUIREMENTS

Please submit the request form and any necessary attachments to planningCIRT@co.larimer.co.us in PDF format.

Item	Description:	Required
1.	Request Form – one copy of this page, plus attachments if necessary	YES
2.	Application Fee - current fee at time of submission	\$131.54
3.	Nonconforming Evidence - Historical records and photos showing when a use/building was established, description of the use (type, size, volume, frequency, hours of operations, etc.), documentation showing whether the use/building has been in continuous operation since established	YES

PARCEL NUMBER(S):

ADDRESS(ES):

PLEASE INDICATE BELOW WHICH INFORMATION IS BEING REQUESTED:

CONFORMING/NON-CONFORMING STATUS OF THE PROPERTY

Please describe the current use of the property. Please describe the use including but not limited to: location and areas of use, date on which use was established, hours and days of operation, volume of activity, number of employees, products or services offered, evidence of continuous use with no lapse of 12 months or greater, and any other evidence that would substantiate use.

Please describe the buildings on the property with their current uses and size. Also please note the distance between the buildings and the property lines (this can be in written or plot plan format). Please attach documents if necessary.

CAN THE EXISTING STRUCTURES ON THE PROPERTY BE REBUILT?

OTHER, PLEASE DESCRIBE:

PROPERTY OWNER:

PHONE #:

EMAIL:

PROPERTY OWNER:

PHONE #:

EMAIL:

APPLICANT:

PHONE #:

EMAIL:

Applicant Signature

Date

Determination requests may take up to 10 weeks to complete. All information will be sent to the property owner and applicant. **Disclaimer: Code Compliance research may be required by the Planning Division, depending on the request.**