PRINCE WILLIAM COUNTY
Zoning Administrator

Application for Verification of Nonconforming Use, Lot & Structure
(Complete a separate application for each type)

NCU_____

Staff: _____

Due Date: _____

Fee*: $ _____

Make checks payable to PWC
(*in accordance with current Fee Schedule)

Applicant Information	Name		Title	
	Mailing Address	City/State		Zip Code
	Email	Phone		
	Check one: Property Owner Tenant Authorized Agent			

Property Information	Address		City	Zip Code
	GPIN (Grid Parcel Identification Number)		Zoning District	Lot Size

Type of Verification	Check one: Use Lot Structure

MINIMUM SUBMISSION CHECKLIST

Completed standard application form and processing fee in accordance with the current fee schedule.

Request letter signed by the applicant describing the nonconformity. (For nonconforming use and structure)

Supporting documents: It is the applicant's responsibility to submit evidence of the lawful existence of the structure, or continued use of the activity. **At least two of the following pieces of information applicable to the request will be required:**

- **For Nonconforming Use:** Submit a copy of (a) certificate of zoning approval, (b) occupancy permit, (c) an approved site plan, or an as-built plan, or a sketch plan indicating area occupied by structures and/or use, (d) lease agreements containing descriptions of the use(s) of the property, (e) sworn notarized affidavits from persons with knowledge of the use, (f) tax payment records, letters or bills from utility companies, (g) dated photographs, (h) license(s), (i) bills, and (j) receipts from customers/vendors. **All supporting documents shall confirm that the nonconforming use has not been discontinued for a period of two (2) years.**

- **For Nonconforming Structure:** Submit a copy of (a) zoning approval, (b) building permit, (c) dated photographs, (d) dimension of the structure (height, width and length), (e) house survey plat (if not available, label the structures and setbacks on County Aerial Imagery), (f) approved site plan (for nonresidential) or lot grading plan (for residential), and (g) verification of property tax payments for a minimum of 15 years for a nonconforming structure or building.

I hereby certify that the information provided in this application and the attached evidence is accurate, true and correct to the best of my knowledge and belief.

Applicant Signature _____ **Date** _____