



# Type III Review

Nonconforming Situations

Fee: \$480.00 | File No. \_\_\_\_\_

**Applicability:** This application is used when the planning commission review of a nonconforming situation is allowed or required using a Type III process, including (1) expansion, modification, or alteration of a nonconforming use; (2) extension of a discontinued nonconforming use; (3) expansion, modification, or alteration of a nonconforming development; (4) improvements on lots containing nonconforming development exceeding limits; or, (5) allowance for residential development on undersized lots.

<b>Applicant:</b>	
<b>Address:</b>	
<b>Email Address:</b>	
<b>Phone(s):</b>	
<b>Owner (if different from above):</b>	
<b>Owner Address:</b>	
<b>Email Address:</b>	
<b>Phone(s):</b>	
<b>Project Name:</b>	
<b>Project Location:</b>	
<b>Map/Tax Lot No.:</b>	<b>Zone:</b>
<b>Parcel Size:</b>	<b>Current Use:</b>
<b>Surrounding Uses:</b>	
<b>Project Description:</b>	

**Each application must include the following:**

- Current Title Report (within 6 months)
- Project Statement: Describe the reason for the nonconforming situation application.
- Plan(s) showing the following items (may be shown on multiple sheets):
  - Existing features (buildings, parking, landscaping, etc.);
  - Proposed new site features (buildings, parking, landscaping, etc.);
  - Utilities;
  - Parking, access, and on-site circulation;



3. City staff will prepare and mail notice to all property owners within 100 feet of the project site, and will send the application materials for review and comments to internal and external departments and agencies. This is a two-week long comment period.
4. Once all comments are received, city staff will prepare a staff report on the application.
5. Planning Commission will hold a public hearing and make a decision on the application.