



Department of Planning and Zoning

Nonconforming Use Confirmation Petition

DPZ Office Use only: Case No. Date Filed

1. Nonconforming Use Request

Describe the magnitude and the extent of the nonconforming use

Give the date that the subject use became nonconforming to the use provisions of the Zoning Regulations

2. Petitioner's Name

Trading as (If Applicable) Address Phone No. (W) (H) Email Address

3. Counsel for Petitioner

Counsel's Address Counsel's Phone No. Email Address

4. Property Identification

Address of Subject Property Total Acreage of Property Property Location Election District Zoning District Tax Map # Block # Parcel/Lot # Subdivision Name (if applicable)

5. Petitioner's Interest in Subject Property

[ ] Owner [ ] Other (describe and give name and address of owner)

If the Petitioner is not the owner of the subject property, documentation from the owner authorizing the petition must accompany this petition.

**6. Confirmation of Nonconforming Use**

(a) Describe the documentation included with this petition demonstrating the continuous and uninterrupted use of the site from the specified date \_\_\_\_\_

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(b) Provide the dates of any period of interrupted use which has occurred since the establishment of the nonconforming use \_\_\_\_\_

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(c) Describe the documentation included with this petition substantiating the existence of the subject use on the date that the use became nonconforming \_\_\_\_\_

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(d) Does the nonconforming use involve a structure?

( ) No. ( ) Yes. If Yes, describe \_\_\_\_\_

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(e) Any other factors which the Petitioner desires to have considered? \_\_\_\_\_

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**PLEASE READ CAREFULLY**  
**DATA TO ACCOMPANY PETITION**

**7. Nonconforming Use Plan**

No application for a nonconforming use shall be considered complete unless accompanied by a nonconforming use plan. The submitted plans shall be folded to approximately 8 ½ x 14 inches. The plan must be drawn to scale and must include the items listed below:

- (a) Courses and distance of outline boundary lines and the size of the property
- (b) North arrow
- (c) Zoning of subject property and adjoining property
- (d) Scale of plan
- (e) Existing and proposed uses, structures, natural features and landscaping
- (f) Location and surface material of existing and proposed parking spaces, driveways, and points of access; number of existing and proposed parking spaces
- (g) Floor area and height of structures, setback distances from property lines, and other numerical values necessary for the examination of the petition
- (h) Boundary of area and structures considered to be nonconforming
- (i) Any other information as may be necessary for full and proper consideration of the petition

**8. Additional Material, Fees, Posting, and Advertising:**

- A) **The original and six (6) copies of the petitions,** plans and supplemental pages must be submitted. If desired, supplemental pages may be attached to the petition.
- B) The undersigned agrees to furnish such additional plats, plans, reports or other material as may be required by the Department of Planning and Zoning in connection with the filing of this petition.
- C) The undersigned also agrees to pay all costs in accordance with the current schedule of fees.
- D) The undersigned also agrees to properly post the property at least fifteen (15) days immediately prior to the hearing and to maintain the property posters as required until 15 days immediately after the hearing and submit an affidavit of posting at, or before the time of the hearing.

**9. Signatures**

The undersigned hereby affirms that all of the statements and information contained in, or

filed with, this petition are true and correct.

The undersigned has read the instructions on this form, filing herewith all of the required accompanying information.

\_\_\_\_\_  
Signature of Petitioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Attorney

\_\_\_\_\_  
Date

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**For DPZ office use only:**

**Filing fees are \$250.00 plus \$25.00 per poster)**

Hearing fee: \$ \_\_\_\_\_  
Poster fee: \$ \_\_\_\_\_  
Total: \$ \_\_\_\_\_  
Receipt No. \_\_\_\_\_

(Make checks payable to "Director of Finance")

County Website: [www.howardcountymd.gov](http://www.howardcountymd.gov)

**NOTE: No appointment is needed to submit this application and payment of fees is not due until a hearing date is set and you are notified.**

Revised: 10/13

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