

# CHANGE IN NONCONFORMING STATUS APPLICATION

Updated: September, 2020



## CONTACT INFORMATION

Applicant's Name		Property Owner	
Company		Company	
Applicant's Mailing Address		Owner's Mailing Address	
Applicant's Phone #		Owner's Phone #	
Applicant's Email		Owner's Email	

## PROPERTY INFORMATION

Subject Property Address: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Tax ID #: R\_\_\_\_\_

Legal Description: Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

Existing Land Use: \_\_\_\_\_ Acres: \_\_\_\_\_

## DESCRIPTION OF REQUEST

Non-conforming use  Non-conforming structure

Explanation of, or reason for, requested change:

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## AUTHORIZATION

*By submitting this digital application, I certify that the information on this application is complete and accurate. I understand the fees and the process for this application. I understand my responsibility, as the applicant, to be present at meetings regarding this request.*

Filing Fee \$740

Technology Fee \$13

TOTAL COST \$753

Submittal of this digital Application shall constitute as acknowledgement and authorization to process this request.

**APPLY ONLINE – [WWW.MYGOVERNMENTONLINE.ORG/](http://WWW.MYGOVERNMENTONLINE.ORG/)**



# CHECKLIST FOR CHANGE IN NONCONFORMING STATUS APPLICATION

The following items are requested for consideration of this application. These and additional items may be required, at the request of the Department, in order to determine the application complete and filed.		Comments				
<input type="checkbox"/>	<p><i>Pre-development meeting with staff is <u>required</u> unless waived by the Responsible Official</i></p> <ul style="list-style-type: none"> <li>Please visit <a href="http://sanmarcostx.gov/1123/Pre-Development-Meetings">http://sanmarcostx.gov/1123/Pre-Development-Meetings</a> to schedule, or email <a href="mailto:planninginfo@sanmarcostx.gov">planninginfo@sanmarcostx.gov</a> with any questions.</li> </ul>					
<input type="checkbox"/>	Completed Application for Change in Nonconforming Status					
<input type="checkbox"/>	Site Plan illustrating, where appropriate: property dimensions location, square footage and height of existing and proposed structures, landscaping or fencing, setbacks, parking, ingress & egress, signs, etc.					
<input type="checkbox"/>	Statement and/or exhibits describing, in detail, how the proposed change in nonconforming status meets the applicable standards					
<input type="checkbox"/>	Agreement to the placement of notification signs and acknowledgement of notification requirements					
<input type="checkbox"/>	Authorization to represent the property owner, if the applicant is not the owner					
<input type="checkbox"/>	<table border="0"> <tr> <td>Application Filing Fee</td> <td>\$740</td> </tr> <tr> <td>Technology Fee</td> <td>\$13</td> </tr> </table>	Application Filing Fee	\$740	Technology Fee	\$13	
Application Filing Fee	\$740					
Technology Fee	\$13					
<p><b>**San Marcos Development Code Section 2.3.1.1(C): “Every application accepted by the responsible official for filing shall be subject to a determination of completeness...the responsible official is not required to review an application unless it is complete...”</b></p>						