

Submittal Requirements: Legal Nonconforming Registration To be considered complete, this checklist must accompany a completed application form and include all of the materials listed below. Failure to provide required materials will result in a returned application at which point processing will be delayed. Additional materials may be requested.

Applicant Instructions:

1. Assemble all materials (hardcopy and digital) marked as required in the table below.
2. Applicant signs at the bottom of page 1.
3. Identify all nonconformities on page 2. Attach additional sheets if necessary.
4. Submit to the Planning Department.

To Be Provided By Applicant							
Submittal Requirements	Paper Size			PDF	Notes	Submitted by Applicant? (✓)	
	8.5x11	11x17	24x36				
1 Application —signed by applicant and all property owners	✓			✓			
2 Proof of Ownership —Routt County Assessor printout or other documentation	✓			✓			
3 Proof of Legal Establishment – provide evidence that the use, structure, lot and/or secondary unit existed lawfully when created.							
4 Photograph of existing nonconformity							
5 Survey —provide for nonconformities that are structures (an ILC is not acceptable)							

Applicant Signature Required

I, the applicant, certify that the information and exhibits submitted are true and correct to the best of my knowledge.

Signature Date

Nonconforming Structure — Setbacks

Date Nonconformity Was Constructed	Location of Setback Encroachment	Zone District Standard	Actual Setback
	Front		
	Side <i>Circle One</i> North East South West		
	Rear		

Nonconforming Structure — Lot Coverage &/or FAR

Date Nonconformity Was Constructed _____

Lot Size _____

Zone District Lot Coverage Standard _____

Actual Lot Coverage _____

Zone District FAR Standard _____

Actual FAR _____

Nonconforming Structure — Overall Height &/or Average Plate Height

Date Nonconformity Was Constructed _____

Actual Height _____

Zone District Height Standard _____

Actual Average Plate Height _____

Zone District Average Plate Height Standard _____

Nonconforming Lot

Date Lot Was Established _____

Plat Reception No. _____

Name of Subdivision _____

Zone District Required Minimum Lot Size _____

Actual Lot Size _____

Nonconforming Secondary Unit

Date Unit Was Established _____

Size of Unit _____

Additional Submittal Requirements for Nonconforming Secondary Unit Registrations:

- Routt County Regional Building Department Certificate of Inspection
- Utility Department Registration

Nonconforming Use

Date Use Was Established _____

Description of Use (any structures involved, noise, vehicles etc.)
