



CITY OF ORMOND BEACH

v3.2013

Planning Department

22 South Beach Street, Ormond Beach, FL 32174

Tel: (386) 676-3238

www.ormondbeach.org

comdev@ormondbeach.org

STATUS OF NON-CONFORMITY - APPLICATION

For Planning Department Use

Application Number

Date Submitted

FEE

A determination fee of \$35 shall be submitted with the application.

APPLICANT INFORMATION*

This application is being submitted by Property Owner Agent, on behalf of Property Owner*

Name

Full Address

Telephone Email

* If this application is being submitted by a person other than the property owner, please provide the following Property Owner Information as well as a notarized letter designating you as agent.

PROPERTY OWNER INFORMATION**

Name

Full Address

Telephone Email

**If the property owner does not reside on the property for which the application refers, please provide the following Property Details.

PROPERTY DETAILS

Full Address

Parcel ID Number

Legal Description

Zoning Classification

Future Land Use

SEQUENCE OF USES

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

Attach additional sheets if necessary.

DOCUMENTS

The following documents, if available, should be provided with the application for determining non-conforming use:

1. The application fee (payable to the City of Ormond Beach);
2. An original deed or copy certified by the Clerk of the Circuit Court to the subject property;
3. A property survey (not older than five years), signed and sealed by a Florida registered land surveyor;
4. Floor plans with dimensions clearly legible;
5. Photographs of subject property;
6. Historical information about the property from the Volusia County Property Appraiser;
7. Historical information from public and/or private utility companies regarding electrical and/or water service. Provide dates of installation, length of service, as well as documentation of the use or activity services together with related information;
8. Business Tax Receipt(s), if applicable;
9. Copies of all legal information regarding subject property, including, but not limited to, leases, rental documents, deeds, private property appraisals, contact agreements and similar documents;
10. Current and historical records from the City of Ormond Beach Building Division pertaining to the subject property, including, but not limited to, permits applied for, site plans and similar information; and
11. Any additional pertinent information relative to the subject property that would assist the Department in making a determination.

CERTIFICATION

By submitting this application, I hereby certify that the information provided above is true and correct to the best of my knowledge, and that the foregoing is a true and accurate statement regarding the subject property.

Signature: _____

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of ____, 20__, by _____
as _____ (title*) for _____ (name of corporation*),
who () provided _____ as identification, or () who is personally known to me.

Notary Public, State of Florida
My Commission Expires:

* If you are executing this document on behalf of a corporation please complete the spaces with your title and the name of your company as indicated.