



NONCONFORMING USE PERMIT APPLICATION PROCEDURES

1. Schedule preliminary meeting with the Planning Director to review plans.
2. Obtain and complete a Conditional Use Permit application, as well as a Nonconforming Use Permit Addendum. *Sandpoint City Code 9-7-3.A* requires that any change in a nonconforming use shall require the issuance of a new Nonconforming Use Permit, which shall be processed under the rules and regulations as a Conditional Use Permit.
3. Include a narrative statement demonstrating in what ways the request conforms or does not conform to the following standards:
 - A. That the proposed use is equally appropriate or more appropriate to the district than the existing nonconforming use.
 - B. That there is no increase in noise, odor, glare, outside storage, vibration or other nuisance-causing disturbance.
 - C. In permitting such changes, the City may require appropriate conditions or safeguards in accordance with other provisions of this Title and the conditional use permit provisions including, but not limited to, placement of signs and lighting, landscaping and screening, dedication and/or improvement of public rights of way, and hours of operation.
4. In order for a Nonconforming Use Permit to be issued by the City, the application will include, but not be limited to the following information:

- Name and address of owner
- Legal description
- Type of use
- Square feet of building space
- Square feet of land area
- Number of employees
- Hours of operation
- Number of deliveries
- Location of all loading areas
- Sign area and location
- Number of parking spaces



NONCONFORMING USE PERMIT APPLICATION

File #: _____

Please read and complete the application carefully. Failure to provide all required information could result in a delay in processing your application.

Type of Use

Existing: _____

Proposed: _____

Square Feet of Building Space Existing: _____ Proposed: _____

Square Feet of Land Area Existing: _____ Proposed: _____

Number of Employees Existing: _____ Proposed: _____

Hours of Operation Existing: _____ Proposed: _____

Number of Deliveries Existing: _____ Proposed: _____

Location of all Loading Areas

Existing: _____

Proposed: _____

Sign Area and Location

Existing: _____

Proposed: _____

Number of Parking Spaces Existing: _____ Proposed: _____