



**Application Submittal Checklist for a
ZONING COMPLIANCE VERIFICATION (ZCV) of
NONCONFORMITY STATUS
Planning & Building Department
Planning Division**

150 E Pearl Ave. | ph: (307) 733-0440
P.O. Box 1727 | fax: (307) 734-3563
Jackson, WY 83001 | www.townofjackson.com

APPLICABILITY. *This checklist should be used when submitting a request for a Zoning Compliance Verification (ZCV) to determine the status of a nonconformity.*

When is a ZCV of Nonconformity Status required?

A ZCV to determine the status of a nonconformity is required prior as part of any application for a use, physical development, development option, or subdivision which will alter or impact a nonconformity.

When else might a ZCV of Nonconformity status be requested?

The verification of nonconformity status may occur as part of review of an application for a use, physical development, development option, or subdivision, but this type of ZCV may also be requested separate from any application. An applicant may wish to request a ZCV that informs application submittal but is not dependent on application information for review, for example:

- An applicant is considering purchase or selling property and wishes to obtain confirmation that a use or physical development on the property is considered nonconforming or to obtain information about allowed alterations to the use or physical development; or
- An applicant would like to establish the recognized intensity or status of a nonconforming use or physical development to inform preparation of an application.

Do I need a Pre-Application Conference first?

A Pre-Application Conference is not required prior to submittal, but an applicant may request a pre-application meeting to discuss the requirements and applicable regulations with Planning Staff.

GENERAL INFORMATION.

_____ **Requested Verification.** A brief narrative description of the verification or confirmation being requested. Please identify if you are requesting verification of a nonconforming use and/or physical development:

- _____ Nonconforming Use
- _____ Nonconforming Physical Development

NONCONFORMING USE. *If seeking confirmation or verification of the status of a nonconforming use, please submit the following information with your ZCV request.*

- _____ **Establishment Date.** The date the nonconforming use was established on the property.
- _____ **Changes of Use.** Describe any changes of nonconforming uses to another nonconforming use, including the dates of changes.
- _____ **Site Plan or Aerial Photograph.** Include a site plan or aerial photograph that depicts the existing conditions of the site on which the use to be evaluated is occurring.
- _____ **Description of Initial Use.** Include a description of the operational characteristics of the use when it was established or initially commenced, including:
 - Kinds of activities occurring;
 - Number of employees
 - Number of customers
 - Buildings or land areas used
 - Types of equipment or vehicles associated with the use on site, including amounts or numbers

- Hours of operation and indication of seasonal versus year-round use

_____ **Description of Current Use.** Include a description of the operational characteristics of the use currently, including:

- Kinds of activities occurring;
- Number of employees
- Number of customers
- Buildings or land areas used
- Types of equipment or vehicles associated with the use on site, including amounts or numbers
- Hours of operation and indication of seasonal versus year-round use

_____ **Documentation or Evidence.** The narrative descriptions of the historic and current use provided above shall be supported by documentation and evidence. The documentation must also demonstrate that the use has never been abandoned or discontinued for a period of one year or more. Examples of acceptable documentation or evidence include:

- Tax records
- Rent receipts
- Utility records
- Business licenses
- Receipts from suppliers, associated businesses, etc
- Affidavits from neighbors, former owners, or others with personal knowledge of the use
- Historical aerial photographs
- Photographs of the property
- Documents showing the use was authorized by the Town of Jackson

NONCONFORMING DEVELOPMENT. *If seeking confirmation or verification of the status of a nonconforming physical development, such as a structure, please submit the following information with your ZCV request.*

_____ **Establishment Date.** The date the nonconforming physical development was built or established on the property.

_____ **Physical Changes.** Describe any physical changes to the development since the original construction, including dates and a description of the changes.

_____ **Site Plan or Aerial Photograph.** Include a site plan or aerial photograph that depicts the physical development to be evaluated.

_____ **Documentation or Evidence.** Documentation or evidence of the physical development's history. Examples of acceptable documentation or evidence include:

- Assessor's records of when the structure was added, including tax receipts
- Photographs of the structure or other physical development
- Historical aerial photography
- Documents showing the structure or other physical development was authorized by the Town of Jackson