

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:

AUTHORIZATION

TOTAL COST \$753

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 \$15

Total Cost \$755

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

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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
☐	Pre-development meeting with staff is <u>required</u> unless waived by the Responsible Official Please visit http://sanmarcostx.gov/1123/Pre-Development-Meetings to schedule, or email planninginfo@sanmarcostx.gov with any questions.	
☐	Completed Application for Change in Nonconforming Status	
☐	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.	
☐	Statement and/or exhibits describing, in detail, how the proposed change in nonconforming status meets the applicable standards	
☐	Agreement to the placement of notification signs and acknowledgement of notification requirements	
☐	Authorization to represent the property owner, if the applicant is not the owner	
☐	Application Filing Fee \$740 Technology Fee \$15	
**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...”		

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