



For Official Use Only	
Registration Number:	
Application Fee:	\$0.00
Date Submitted:	
Determination Letter:	\$200.00

## REGISTRATION OF NONCONFORMING USE

The completed application form, supporting plans and other documentation in **PDF form ONLY**, as well as your **citizen portal account name** must be sent to [zbadigital@cityoffrederickmd.gov](mailto:zbadigital@cityoffrederickmd.gov). Any files that are larger may be sent via a shared link. You will need to remove your email signature image before submitting. Please make sure all files submitted are legible. Incomplete applications will not be accepted.

\*Zoning Determination requests take 15 business days to complete from the date payment is made.

\*Payment of fees by credit card is preferred via our [Citizen Access Portal](#), please contact Carreanne Eyer at [ceyer@cityoffrederickmd.gov](mailto:ceyer@cityoffrederickmd.gov) for additional payment options if needed.

<b>OWNER INFORMATION</b>	
Contact Name:	
Firm/Company:	
Address:	
Phone:	email:
<b>APPLICANT INFORMATION - OWNER'S AFFIDAVIT MUST BE SUBMITTED WITH APPLICATION (IF DIFFERENT FROM THE OWNER'S INFORMATION)</b>	
Name:	
Firm/Company:	
Address:	
Phone:	email:

All correspondence will be sent to the owner. If the applicant also wishes to receive a copy, please check box:

<b>PROJECT INFORMATION</b>	
Project Location: (Street Address)	
Current Zoning:	Current Name/Use:
Description of Current Use:	

**REGISTRATION OF A NONCONFORMING USE**

Section 908 (b) states: "The owner or operator of the nonconforming use shall file the information listed in subsections (1) through (10), below with the Planning Department. Forms for such registration shall be available in the Planning Department."

- (1) a location map, clearly showing the location of tract in the City;
- (2) the address or the metes and bounds description of the tract;
- (3) the names of the owners and tenants of the tract;
- (4) deed references for the tract;
- (5) a detailed site plan or plot plan to scale, or an aerial photograph documenting the nature, extent, and location of the nonconforming use. The plan should depict the following, if the information is available:
  - A. the legal boundary description of the tract; and
  - B. the name of the owner or operator, and
  - C. the location, height, floor area, and square footage of each building, structure, and facility located on the tract, including a depiction of parking and accessory structures; and
  - D. the date of commencement of each activity depicted in subsection C.
- (6) a description of the activity carried on, including information on the extent and character of the activity;
- (7) the date of inception of the activity;
- (8) digital photographs of the property;
- (9) other information such as sales receipts, bills, tax assessments, licenses, building permits, certificates of occupancy and other records or affidavits that indicate that the use as specified in the registration has continually been operated since inception of the use; and
- (10) an application fee as established by the Board of Aldermen.

Please place the corresponding number on all material that is submitted for the registration of the nonconforming use.

I hereby attest that the information provided on and attached to this application is complete and correct.

\_\_\_\_\_  
Signature of Applicant/Agent

\_\_\_\_\_  
Date