



# Documenting a Nonconforming Situation Application

## FOR INTAKE, STAFF USE ONLY

File # \_\_\_\_\_

Date Rec \_\_\_\_\_ by \_\_\_\_\_ Neighborhood \_\_\_\_\_

Base Zone \_\_\_\_\_ Overlay Zone \_\_\_\_\_ Bill # \_\_\_\_\_

Quarter Section Map \_\_\_\_\_ Y N Unincorporated MC

Plan District \_\_\_\_\_ Related File # \_\_\_\_\_

**APPLICANT: Complete all sections below that apply to the proposal. Please print legibly.  
Email this application and supporting documents to: LandUseIntake@portlandoregon.gov**

**Check all that apply**  Applicant  Owner  Contact Person  Other \_\_\_\_\_

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Day Phone \_\_\_\_\_ FAX \_\_\_\_\_ email \_\_\_\_\_

**Check all that apply**  Applicant  Owner  Contact Person  Other \_\_\_\_\_

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Day Phone \_\_\_\_\_ FAX \_\_\_\_\_ email \_\_\_\_\_

### Development Site

Address or Location \_\_\_\_\_

Cross Street \_\_\_\_\_ Sq. ft./Acreage \_\_\_\_\_

### Site Tax Account Number(s) and Legal Description(s)

Tax Account #	Property ID #	State ID #	Tax lot/Lot Block Addition/Section #
R	R		
R	R		
R	R		
R	R		

Adjacent Property (any adjacent property in the same ownership may also be subject to development standards). Also indicate adjacent property that will be vacant after this review.

Tax Account #	Property ID #	State ID #	Tax lot/Lot Block Addition/Section #
R	R		
R	R		
R	R		
R	R		

continued / over

List all standard evidence being submitted in date order. Include this material and a site plan with the application. If you do not have standard evidence, a Determination of Legal Nonconforming Status Review is required. Forms for this land use review are available in the Development Services Center at 1900 SW Fourth Avenue.

Standard evidence to show that the **situation was allowed when established** includes: building permits, land use permits, development permits, zoning codes or maps.

Situation Allowed When Established	Use/Development	Type of Documentation
1.		
2.		
3.		

Standard evidence to show that the **situation was maintained over time** includes: utility bills, income tax records, business licenses, listings in business, telephone, or Polk directories, advertisements in dated publications, building, land use or development permits, insurance policies, leases, dated aerial photos, insurance maps, or land use and development inventories prepared by a government agency. Provide documentation in increments of at least three years.

Maintained Situation	Use/Development	Type of Documentation
1.		
2.		
3.		
4.		
5.		
6.		