



Date _____
Tracking Number _____

DETERMINATION OF NON-CONFORMING STATUS SUPPLEMENT O

APPLICANT INFORMATION

Applicant Name _____ Applicant Contact Number _____

Applicant Address _____

Applicant email _____

OWNER INFORMATION CHECK IF SAME AS APPLICANT

Owner Name _____ Owner Contact Number _____

Owners' Address _____

Owner email _____

REQUIRED ATTACHMENTS

- Use history / timeline of occupancy and vacancy
- Notarized affidavit of property owner
- Notarized affidavits of neighbors or other individuals with direct knowledge of occupancy or operation.
- Current (or most recent) copy of Occupational License, Alcoholic Beverage License, Mayoralty Permits, or other authorization to conduct business
- Current (or most recent) leases or rent receipts for tenants to demonstrate continued occupancy/operation.
- Utility Records demonstrating use for previous 12-month period (Entergy and/or Sewerage & Water Board).
- Floor plan of the building indicating the use of each room and photographs documenting such use.
- Bed & Breakfasts/hotels only: records identifying the number of rooms offered for rent.
- Parking lots: Map or property survey indicating all improvements and striping, with dimensions.
- Note: ONLY Whole numbers and letters are acceptable. Upper, lower, ½, front, back, etc. will not be approved.

This checklist is not intended to be exhaustive, the Department will evaluate any and all information presented as part of an application for determination.

REASON FOR REQUEST

Briefly explain the key reasons you believe that this property is non-conforming below. Attach additional pages as necessary.

Submitting this Request for Determination of Non-Conforming Status and providing the information outlined herein or any additional information which may be requested does not grant or approve of any non-conforming status nor does it guarantee that the result of such submission will result in positive verification of such status. As provided by the Comprehensive Zoning Ordinance, the burden of proving such status lies with the individual seeking a determination of legal, non-conforming status; it is not the duty of the City of New Orleans to demonstrate that a non-conforming use does not exist or has been lost due to vacancy, discontinuance, abandonment, or any other circumstance.

Applicant Signature _____ Date _____