



**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

**AGENT AUTHORIZATION LETTER**

I / WE, \_\_\_\_\_, representing  
*(Individual's name -- please type or print in ink)*

\_\_\_\_\_  
*(Corporate name, if applicable)*

being the current owner(s) of the property legally described as follows:

do hereby designate and authorize \_\_\_\_\_  
*(Individual's name -- please type or print in ink)*

representing, \_\_\_\_\_  
*(Corporate name, if applicable)*

to act as my / our agent in applying to the City of Frederick for \_\_\_\_\_

\_\_\_\_\_ approval in conjunction with the

\_\_\_\_\_ project involving the property described above, and  
to sign on my / our behalf all application forms and other documents which may be necessary for this purpose.

\_\_\_\_\_  
*(Signature of property owner)*

\_\_\_\_\_  
*(Type or print name of signatory)*

\_\_\_\_\_  
*(Title and corporate name, if applicable)*

State of \_\_\_\_\_, County of \_\_\_\_\_

The foregoing indenture was acknowledged before me this

\_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_

by \_\_\_\_\_,  
who is personally known to me, or who has produced

\_\_\_\_\_ as identification, and who did / did not take an oath.

\_\_\_\_\_, Notary Public, State of \_\_\_\_\_  
*(Notary's signature)*

Commission No. \_\_\_\_\_ My Commission Expires: \_\_\_\_\_

Name of notary *(typed, printed, or stamped)* \_\_\_\_\_