



(Checklist continued from page one)

☐ **Polk Directory** (required documentation) These publications are available at the nonfiction desk at Weber County Library – Southwest Branch, 2039 W 4000 S, Roy, 84067, the WSU Library, or the Family History Center. Polk Directories show a record of the occupants at an address for a given year. This information is critical to establishing previous use. Property addresses are listed in the green and pink sections. When submitting *Polk Directory* evidence, please include the following:

Photocopies of all relevant entries

Directories showing proposed use on average every five years from 1951 to present

Write the date on each copy

☐ **Any additional evidence that is available to justify the claim.** This may include:

- **Date** that building was constructed
- **Building permit** records
- **Letters** from neighbors stating how long the building has been used as such
- **Newspaper Listings**

☐ **Current ownership plat** and a copy of the **legal description**, both available here: <http://www3.co.weber.ut.us/psearch/summary.php> or at 2380 Washington Boulevard, in the Weber County Recorder's office.

Note: *It is up to the person requesting the certificate to prove beyond doubt that there is a legal right. Any combination of the options listed above can be considered as evidence by the Planning Staff.*

Review Process

Staff Review

Once the complete application has been submitted, the Community Development department will review the request. The Planning Division may conduct its own investigation to insure the information is accurate, and there are no questions about the noncompliance. The department may require further information from the applicant if there are questions about the noncompliance, or if there is conflicting or missing information.

Determination

After the request has been reviewed and all information provided to make a decision, the Planning Division shall either issue a Non-complying Certificate or deny the request and give written reasons for the denial.

Appeal

The applicant may request a further administrative hearing within 15 days of the mailing of the decision to deny the application. The request for a hearing shall be made in writing to the Director of Planning, who shall then establish a date, time and place to hold the hearing.

Staff Use Only

Date: _____

Zone: _____

App # _____