

Application # _____	Fees Paid _____
Date Received: _____	Accepted by _____
Date deemed complete _____	App Deny Conditions _____



**APPLICATION FOR CERTIFICATE OF COMPLIANCE
CITY OF GREENVILLE, SOUTH CAROLINA**

APPLICANT/OWNER INFORMATION

	APPLICANT	OWNER
NAME:	_____	_____
ADDRESS:	_____	_____
	_____	_____
PHONE:	_____	_____
FAX:	_____	_____
EMAIL:	_____	_____
SIGNED:	_____	_____
DATE:	_____	_____

PROPERTY INFORMATION

STREET ADDRESS: _____

TAX PARCEL #: _____ ZONING DESIGNATION: _____

ACREAGE _____

REQUEST

PROPOSED USE _____

DESCRIPTION _____

INSTRUCTIONS

1. PLEASE REFER TO **SECTION 19-2.3.12, CERTIFICATE OF COMPLIANCE**, FOR ADDITIONAL INFORMATION.
2. AS A CONDITION PRECEDENT TO ISSUING A CERTIFICATE OF CONFORMITY, THE ADMINISTRATOR MAY REQUIRE THE SUBMISSION OF SCALED DRAWINGS BY THE APPLICANT/OWNER TO CONFIRM CONFORMITY WITH THE REQUIREMENTS OF THE ORDINANCE. IN ADDITION, THE ADMINISTRATOR MAY INSPECT THE SUBJECT PREMISES TO VERIFY CURRENT CONDITIONS.
3. THE APPLICANT/OWNER MUST ANSWER THE QUESTIONS ON PAGE 2 OF THIS APPLICATION; YOU MAY ATTACH A SEPARATE SHEET RESPONDING TO THE QUESTIONS.
4. YOU MUST ATTACH THE REQUIRED APPLICATION FEE, **MADE PAYABLE TO THE CITY OF GREENVILLE**: \$ 10.00 FOR "SIMPLE" CERTIFICATE VERIFYING LOCATION, DESIGNATION, AND USE(S); \$50.00 FOR "COMPLEX" CERTIFICATE REQUIRING REVIEW OF FILES, ETC.
5. THE ADMINISTRATOR WILL REVIEW THE APPLICATION FOR "SUFFICIENCY" PURSUANT TO **SECTION 19-2.2.6, DETERMINATION OF SUFFICIENCY**, PRIOR TO ROUTING THE APPLICATION FOR STAFF REVIEW. IF THE APPLICATION IS DETERMINED TO BE "INSUFFICIENT", THE ADMINISTRATOR WILL CONTACT THE APPLICANT TO REQUEST THAT THE APPLICANT RESOLVE THE DEFICIENCIES. **YOU ARE ENCOURAGED TO SCHEDULE AN APPLICATION CONFERENCE WITH A PLANNER, WHO WILL REVIEW YOUR APPLICATION FOR "SUFFICIENCY" AT THE TIME IT IS SUBMITTED. CALL (864) 467-4476 TO SCHEDULE AN APPOINTMENT.**

QUESTIONS REQUIRING APPLICANT RESPONSE

(YOU MAY ATTACH A SEPARATE SHEET)

1. IS THE EXISTING (PROPOSED) USE PERMITTED "BY RIGHT" ('P') IN THE TABLE OF USES?

2. IF THE USE DOES NOT COMPLY WITH THE REQUIREMENTS OF THE ORDINANCE, IS IT "GRANDFATHERED" **PURSUANT TO SECTION 19-9, NONCONFORMITIES?**
