

PROCEDURES FOR VERIFYING NON-CONFORMING USES

The following procedure shall be used in determining the status of non-conforming uses:

1. The property owner shall submit a notarized affidavit indicating the property has not been vacant for six (6) months period and a current occupational licenses, if applicable;
2. The applicant shall submit a minimum of three (3) notarized affidavits from neighborhood property owners attesting to their personal knowledge of the use of the property;
3. The applicant shall submit records from utility companies indicating usage for the past 12 months for all meters on the property:
 - A. Entergy: 1-800-ENTERGY
3801 Cambronne Street
5700 Read Boulevard
4100 General DeGaulle Drive
 - B. SWB: 525-2837 or 52W-ATER
Locations: Same as Entergy
Computer printout of number of meters, date installed, type of rate, sanitation charges, and usage on all meters for the past year;
4. The applicant shall submit a letter from the Assessor, when possible attesting to the use of the property and the length of time used;
5. For non-conforming commercial uses, the applicant shall submit a floor plan of the building indicating the use of all rooms within the structure(s). For parking lots, the applicant shall submit a map of survey of the lot indicating the property dimensions and all improvements, including but not limited to: valet shelter, lighting, striping of spaces, landscaping and all signage (with dimensions);
6. The Permit Analyst shall check the Sanborn Maps and City Director for additional verification.