



**Please complete the FRONT Sheet of this application and provide the following.  
An incomplete Application will NOT be accepted.**

- FILING FEE** A filing fee of \$850 plus \$10 (General Plan Update Fee) is due at the time of filing. Additional fees may be assessed and are due prior to the release of the letter at a rate of \$38 plus the General Plan Update Fee per quarter (1/4) hour after the first 5.5 hours of work completed.
- ASSESSOR'S PARCEL MAP** marked with the project location.
- PHOTOGRAPHS** of existing building or subject area.
- ALL** necessary evidence and documentation supporting your legal nonconforming claim. See below for resources.

NOTE: Additional information may be required for Planning staff to complete the Legal Nonconforming analysis.

**INFORMATION RESOURCES**

- Santa Clara County Property Improvement Records - This information can be obtained from the Santa Clara County Assessor, located at 70 West Hedding Street in San Jose.
- Polk & Haines Directories - Copies of this information can be obtained from the California Room at the Martin Luther King, Jr. Main Library at 150 E. San Fernando Street in San Jose.
- Building Permits - These records can be obtained by doing a permit search in Development Services Center of City Hall at 200 East Santa Clara Street in San Jose.
- Alcoholic Beverage Control history - This information can be obtained from the Department of Alcoholic Beverage Control at 100 Paseo de San Antonio, Room 119 in San Jose.
- Division of Motor Vehicles history - This information can be obtained from the Division of Motor Vehicles at 111 West Alma Ave in San Jose.
- Copies of prior/current leases
- Business Licenses - These records can be obtained from the City of San Jose Finance Department in Development Services Center of City Hall at 200 East Santa Clara Street in San Jose.
- Business Receipts
- Copies of Yellow Pages or White Pages listings

**PLEASE SUBMIT THIS APPLICATION IN PERSON TO THE DEVELOPMENT SERVICES CENTER, 1ST FLR, CITY HALL. APPOINTMENTS ARE NOT REQUIRED BUT MAY BE ACCOMMODATED BY CALLING (408) 535-3555.**