



**Town of Longboat Key  
Planning, Zoning and Building Department**

501 Bay Isles Road  
Longboat Key, Florida 34228  
941-316-1966  
941-316-1970 FAX

## **CERTIFICATE OF BUILT CONDITIONS APPLICATION**

Nonconforming uses” are parcels, structures or uses of land that do not conform to the current Zoning Regulations for the zoning district in which they are located. Such nonconforming uses may have been in conformance when they were constructed or began operation, and thus would be legally nonconforming or “grandfathered” and allowed to continue operation, but not to expand or enlarge. The Town provides a Certificate of Built Conditions (Certificate) in order to provide confirmation of such nonconformities.

***Legally nonconforming uses may be reconstructed (158.139 Town Code). If the Town has a Certificate of Built Conditions on file for your property, it can expedite the rebuilding of your residence or business. The Certificate will also be filed and recorded as part of the property records with the respective County, allowing the certification to appear with title/deed searches.***

Residence or business owners who believe their properties may not conform to current regulations and would like to seek certification should contact the Planning, Zoning and Building Department. A staff member will be able to discuss further the certification process and provide assistance with information that would be required to make Application. Following Application review, a Certificate of Built Conditions would be provided or a letter explaining staff’s denial of such certificate would be determined.

Note: Certification is primarily intended for those properties that were legally established nonconforming uses and density prior to 1984.

### **Required Documentation**

Depending upon the Non-Conformities (e.g. density, setbacks, parking, building coverage, open space) that are intended to be certified, one or more of the following items may be necessary to demonstrate the legally conforming status: Written Development Order, Current Plat and Scaled Site Plan or Survey detailing the improvements on the property, location of CCCL and ECL lines, Flood Zone, Elevation Certifications, Building plans including height, and Number of Stories (include square footage of all buildings). For a Certification of a nonconforming use: Evidence to establish the use was lawful when established, and continues to be lawful; the use has been continual; and has not been abandoned as defined by code.

- Signed and notarized application (see following page) Notary Publics are on staff at Town Hall and available during normal business hours
- Submittal of documentation to the Planning, Zoning and Building Department (address above)
- There is no application filing fee; however, there is a fee for recording of the final documentation in Sarasota County or Manatee County

**Project Information (Attachments May be Provided)**

Address/Parcel ID \_\_\_\_\_

Description of nonconformity: \_\_\_\_\_

Present Zoning District: \_\_\_\_\_ Total Acreage/Sq. footage: \_\_\_\_\_

Subdivision, Block and Lot # (Legal Description): \_\_\_\_\_

Business/Development Name (if applicable): \_\_\_\_\_

Current Use(s) of Land: \_\_\_\_\_

Number of dwelling units (if applicable): \_\_\_\_\_

Density (i.e., single-family, multi-family, 3 units/acre): \_\_\_\_\_

Existing Building Setbacks (include for all structures, including all yards): \_\_\_\_\_

Height(s) and Number of Stories of existing building(s): \_\_\_\_\_

Aspect of property believed to be in nonconformance with Zoning Ordinance:

\_\_\_\_\_  
\_\_\_\_\_

Narrative describing the request and listing of information/documentation provided (may be attached separately): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Primary Contact Information (Representative)**

The representative may be an attorney, planner, engineer, contractor, consultant, etc. that the owner(s) has authorized to make the request and act as the owner's agent in all related communications with the Town. The representative will be staff's primary contact. If the owner has no representative, please print or type N/A.

Name: \_\_\_\_\_

Company (if applicable) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Owner(s) Information (Attach additional pages for multiple property owners.)**

Name: \_\_\_\_\_

Company (if applicable) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Owner Certification (must be notarized)**

Owner Signature: \_\_\_\_\_

Printed Name of Owner: \_\_\_\_\_

**NOTARIZATION OF OWNER'S SIGNATURE**

State of \_\_\_\_\_

County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

By \_\_\_\_\_

Signature of Notary Public \_\_\_\_\_

Printed/Stamped Name of Notary Public \_\_\_\_\_

Personally known  OR produced identification

Type of ID: \_\_\_\_\_