

# Modification of a Certified Nonconforming Gas Station or Fast-Food Restaurant Use Application Procedure

At the time of filing, the applicant shall submit:

1. Application - One (1) **typed** application form signed by **all** owners of record. Start by submitting a [Pre-Application Online Form](#).
2. Statement of Justification - A **typewritten** Statement of Justification must demonstrate how the proposal complies with the requirements of the Zoning Ordinance for the modification of a nonconforming gas station or fast-food restaurant. The statement must be **signed** by the applicant or the designated correspondent.
3. One (1) copy of a **Certified Nonconforming Use Permit**.
4. Map or Plat - One (1) copy of an accurate plat signed and sealed by a **registered engineer or land surveyor**, with the subject property outlined in red.
5. Site Plan - One (1) copy of a site plan (drawn to scale) showing all existing and proposed improvements and uses on the subject property. The site plan shall be in sufficient detail so that a determination can be made that the proposal complies with the Zoning Ordinance.
6. Landscape Plan - One (1) copy of a detailed landscape plan with the subject property outlined in red. Landscape plans need not be separately prepared drawings, but may be superimposed on the site plan.
7. Zoning Sketch Map - One (1) copy of a zoning sketch map with the property outlined in red.
8. Documentation on Previous Approvals for the Site.
9. State Ethic Commission Affidavit(s).

***\*Note: No check for application fees should be submitted until it has been requested.***

**PRE-REVIEW APPLICATIONS SHALL BE SUBMITTED VIA [PRE-APPLICATION ONLINE FORM](#).**

**ONLY DIGITAL PDF COPIES OF PLANS AND APPLICATIONS WILL BE ACCEPTED USING THE [NAMING CONVENTION](#).**

Applications should be submitted to the Development Review Division via email to [DRDApplications@ppd.mncppc.org](mailto:DRDApplications@ppd.mncppc.org). If you have any questions concerning submittal requirements, processing procedures or the status of your project application, please call 301-952-3530.

FOR PRIOR ORDINANCE ONLY