



Planning Division

**CERTIFICATE OF ZONING COMPLIANCE
CHANGE OF USE Checklist**

Submittal Standards

- ◆ All Applications must be submitted electronically through [CITIZEN ACCESS PORTAL](#)
- ◆ All Drawings/Documents will be submitted electronically through [PROJECT DOX](#)
- ◆ Upload all documents and drawings in the appropriate folders.
- ◆ Upload all documents and drawings per required checklist, as Individual PDF's.
- ◆ Each checklist item **MUST** be named according to the naming convention listed below.
- ◆ All plans must have a space reserved in the upper left corner for City Approval stamps.
- ◆ Resubmittals must use the EXACT same file name as the original to allow versioning.

Applicability: This checklist shall only apply when there is an approved CZC on file with the Department and a change of use is proposed to an existing building/tenant space without any exterior site modifications OR when the proposed use is subject to specific use standards in Chapter 4, Title 11 of the Unified Development Code.

Description	Document Naming Convention
Narrative fully describing the proposed use of the property, including the following: <ul style="list-style-type: none"> ➤ Information on any previous approvals or requirements for the requested use (i.e., applicable conditions of approval, previous CZC or Development Agreement provisions) ➤ Demonstrate or explain how the proposed use complies with the specific use standards in Chapter 4 	Narrative
Recorded warranty deed for the subject property	Warranty Deed
Affidavit of Legal Interest signed and notarized by the property owner (If owner is a corporation, submit a copy of the Articles of Incorporation. If you are not the owner listed on the Recorded Warranty Deed, Affidavit of Legal Interest is required.)	*Affidavit of Legal Interest

****Any highlighted checklist item above is required unless pre-authorized by a planner. If it is determined that a checklist item is not required, list the missing item(s) and planner's name in the project description field in Accela.***