

**THE FOLLOWING MUST BE SUBMITTED IN ORDER TO
OBTAIN A ZONING CLEARANCE FOR A BUSINESS
LOCATED IN A COMMERCIAL BUILDING:**

SUBMIT A ZONING CLEARANCE APPLICATION

- ✓ Provide the name, address, and phone number of the person completing the application.
- ✓ Explain all of your proposed uses in detail for the property on the application.
- ✓ The application must be signed and dated by the applicant.
- ✓ If there are existing businesses located on the same lot please provide the name of the types of businesses.

PROVIDE A FLOOR PLAN OF THE PROPOSED BUILDING

- ✓ Provide a drawing of the dimensions of the building you will be occupying, include details of office space, bathrooms, entrances, exits, bay areas, etc.
- ✓ Floor plans are required prior to the issuance of a Certificate of Occupancy.

**PROVIDE A FULL SCALE SITE PLAN OF PARKING SPACES ON
THE LOT**

- ✓ All businesses are required to provide parking for the different uses located on the lot.
- ✓ In order to make the determination of full scaled site plan of parking must be submitted and approved.
- ✓ All parking spaces required for a permitted use must be striped on the property prior to the issuance of the zoning clearance.

Note: *Some businesses may be required to provide landscaping & buffering depending on the use. This does not exclude any other zoning/development standards that may be related to the property.*

ZONING CLEARANCE APPLICATION
(BUSINESS LICENSE ONLY)

The Zoning Clearance is to approve the use of the Business. You must provide a current ID with proof of residency.

Application Information

Business Name _____

Applicant Name _____

Mailing Address _____

City/State/Zip _____

Telephone Number _____

Type of Business _____

Business Address if Different from Mailing Address _____

Type of Ownership:

Corporation _____ Partnership _____ Sole Proprietorship _____ LLC _____

Interest in Property: Own _____ Rent/Lease _____ Purchasing _____

Describe proposed business use in detail. If more space is needed, attach additional sheet:

Signature of Applicant

Date Signed

IF THIS CLEARANCE IS FOR A HOME OCCUPATION STOP HERE!

**IF YOU WILL BE CONDUCTING A BUSINESS ON A NON-RESIDENTIAL
PROPERTY CONTINUE.**

(A Certificate of Occupancy from the Permits & Inspections Department is required prior to occupying the building. If you are occupying a building you will need to submit a floor plan to the Building Department.)

How many striped parking spaces are currently at the location? _____

What is the square footage of the proposed space you will be occupying? _____

Will there be entertainment or use of platforms or stages in the building? _____



OFFICE USE ONLY

Zoning _____ Permitted Use? _____ Use Permit Required? _____

Parking Required for Use? _____ Parking Requirement Met? _____

Are there any outstanding permits/proffers or conditions on the property? _____

Zoning Clearance issued by _____ Date _____ Denied _____

Project Number _____

Building Official Approval _____