



**APPLICATION FOR COMMERCIAL ZONING CLEARANCE**

**Project Address** \_\_\_\_\_

**Parcel #** \_\_\_\_\_

Subdivision Name \_\_\_\_\_

Lot # \_\_\_\_\_ (Or attach legal description)

**Zoning District** \_\_\_\_\_

**Existing Use** \_\_\_\_\_

**Proposed Use** \_\_\_\_\_

**THIS SECTION OFFICE USE ONLY**  
**Flood Hazard Zone Y / N**  
**Wellhead Protection Zone Y / N**  
**Historic Overlay District Y / N**

**Project Type** (check one)  New  Alteration  Substantial Improvement  Other

**Project Description** (Type of work, proposed uses, square footages of all structures, etc.) \_\_\_\_\_

Is this an alteration to a structure that existed on October 27, 1938? \_\_\_\_\_ On August 1, 2001? \_\_\_\_\_ On September 13, 2023? \_\_\_\_\_

**Property Owner** \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

**Architect/Contractor** \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

**BY SIGNING THIS FORM, I HEREBY CERTIFY THAT THE FOREGOING STATEMENTS AND ATTACHMENTS ARE TRUE AND ACCURATE.**

Signature \_\_\_\_\_ Name (please print) \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Applicant is:  Owner  Tenant  Owner's Agent  Other \_\_\_\_\_

**THIS SECTION OFFICE USE ONLY**

APPROVED  DENIED

REVIEWER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

REVIEWER COMMENTS \_\_\_\_\_

## **COMMERCIAL ZONING CLEARANCE APPLICATION REQUIREMENTS**

Commercial zoning clearance applications shall include the following information as applicable:

- A. Site Plan (drawn to scale)
  - Legal description
  - North arrow
  - Actual shape and dimensions of the property including frontage, depths, lot area in square feet, density of units per acre
  - Location and dimensions of all easements
  - Location, dimension, and height of existing and proposed buildings or structures on the property
  - Distance between lot lines and existing and proposed structures
  - Proposed use(s) for each building, structure, or portion of the lot(s)
  - Number of proposed dwelling units – indicate use and dimensions of each room
  - Total pervious and impervious areas
  - Pavement composition
  - Vehicular use layout including direction of flow, stacking, location and dimensions of driveways, drive aisles, curbs, curb cuts, curb ramps, sidewalks, and wheel stops
  - Number of existing and proposed parking spaces, loading spaces, and handicapped spaces with dimensions
  - Dumpster location, screening, and drainage detail
  - Existing and proposed landscaping – interior and perimeter
  - Fence location, height, material, distance from lot lines
  - Existing or proposed signage location, dimensions, height, and illumination levels
  
- B. Elevation Drawings
  - Building scale and massing
  - Exterior finish materials – indicate percentage of natural materials
  - Entries, doors, and windows
  - Trim and architectural detailing
  - Mechanical equipment
  
- C. Landscape Plan
  - Proposed landscaping including botanical and common name of plantings, installation size, on-center planting dimensions and quantities
  - Sealed by a Landscape Architect licensed in the state of Ohio
  
- D. Lighting Plan
  - Photometric plan showing lighting levels in relation to buildings, pedestrian pathways, vehicular use areas, and lot lines
  - Cut sheets showing style, height, and design detail of all luminaires
  
- E. Pedestrian & Connectivity Study (stamped by Professional Engineer)
  - Study showing all existing pedestrian and bicycle accommodations within 0.25-mile buffer around entire site including sidewalks, crosswalks, pedestrian signals, pedestrian push buttons, bike lanes and trails, sidewalk buffers, on-street parking, medians, and transit stops within the study area