



**APPLICATION FOR COMMERCIAL ZONING CLEARANCE – EASY FORM**

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

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

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

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

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

**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 Tenant    New Owner of Existing Business

**Former Tenant/Business Name** \_\_\_\_\_

Describe Former Use \_\_\_\_\_

**New Tenant/Business Name** \_\_\_\_\_

Describe New Use \_\_\_\_\_

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

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

Address \_\_\_\_\_

**Are there any proposed additions or alterations to the existing building or parking area?**    Yes    No

If yes, please describe \_\_\_\_\_

**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 \_\_\_\_\_

### **INSTRUCTIONS TO APPLICANTS**

A commercial zoning clearance application for new ownership or new tenant must include the following items:

- Completed Zoning Clearance - Easy Form
- Site plan showing business location & parking spaces (no smaller than 1' = 50' scale)
- Appropriate fees (see current fee schedule)