



**APPLICATION FOR RESIDENTIAL ZONING CLEARANCE**

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

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

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

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

**THIS SECTION OFFICE USE ONLY**

**Flood Hazard Zone Y / N**

**Wellhead Protection Zone Y / N**

**Historic Overlay District Y / N**

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

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

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

**Project Type** (check one)    New Single Family    Addition/Alteration    Accessory Building    Other

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

\_\_\_\_\_  
\_\_\_\_\_

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

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

Address \_\_\_\_\_

**Contractor** \_\_\_\_\_

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

**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    Occupant    Owner's Agent    Other \_\_\_\_\_

**THIS SECTION OFFICE USE ONLY**

APPROVED    DENIED

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

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

\_\_\_\_\_  
\_\_\_\_\_

**Residential zoning clearance applications shall include the following information as applicable:**

**NEW SINGLE-FAMILY CONSTRUCTION:**

- A. Plot & Grading Plan
- Subdivision
  - Lot Number for lot and surrounding lots
  - Scale
  - North arrow
  - Drawing of lot & improvements with dimensions
    - i. Existing & proposed structures
    - ii. Drive & sidewalks
  - Easements including dimensions
  - Street names
  - Street right of way width
  - Flood Zone Determination
  - Building setback lines
  - Sanitary Sewer location and appurtenances
  - Sanitary Wye location and elevation of Wye
  - Storm Sewer location and appurtenances
  - Water Line location and appurtenances
  - Proposed ground elevations
    - i. property corners
    - ii. building corners
    - iii. curb cut
    - iv. swales
  - Storm water routing arrows
  - House number
  - Intersecting streets & right of way
  - Floor elevations
    - i. finished floor
    - ii. top of block
    - iii. basement
  - Certification (when required)

- B. Elevation Drawings – *refer to architectural requirements found in LCO 1147.03*
- Building scale and massing
  - Exterior finish materials and specific percentage of natural materials
  - Entries, doors, and windows
  - Trim and architectural detailing
  - Mechanical equipment

**ALL OTHER RESIDENTIAL PROJECTS:**

- A. Site Plan
- 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)
  - Total pervious and impervious areas
  - Pavement composition
  - Fence location, height, material, distance from lot lines
- B. Elevation Drawings
- Building scale and massing
  - Exterior finish materials and specific percentage of natural materials
  - Entries, doors, and windows
  - Trim and architectural detailing
  - Mechanical equipment

# SIMPLE SITE PLAN

(DOES NOT NEED TO BE DRAWN TO SCALE)

This form may be used for most minor residential projects, but the City may require a more detailed site plan if additional information is needed to complete the zoning clearance review.

## INSTRUCTIONS TO APPLICANTS:

- Neatly draw and label all existing and proposed structures on the lot.
- Label lot line measurements.
- Label dimensions and setbacks of all structures.

