



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

- 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