



City of Lancaster- Building Department  
 121 East Chestnut Street, Lancaster, Ohio 43130  
 (740) 687-6649, Fax (740) 681-5030  
 Web site: [www.ci.lancaster.oh.us/dept/building](http://www.ci.lancaster.oh.us/dept/building)

Date Submitted: \_\_\_\_\_

Application No: \_\_\_\_\_

Permit Number: \_\_\_\_\_

## APPLICATION FOR ZONING CLEARANCE

The undersigned having carefully read the instructions to Applicants printed on the back of this form hereby makes application for a Zoning Clearance to the City of Lancaster and attaches hereto and makes a part hereof a SITE PLAN in duplicate showing the information required in said instructions and such other information as may be required by the Zoning Code.

### Supporting Detail

1. The building, structure or premises for which a certification is requested is located as follows:

Address: \_\_\_\_\_

Lot Number: \_\_\_\_\_ Addition: \_\_\_\_\_

Parcel Number: \_\_\_\_\_ Tract Description: \_\_\_\_\_

2. Classification of zoning on this site currently in effect: \_\_\_\_\_ Overlay District(s) \_\_\_\_\_

3. Types of uses contemplated: \_\_\_\_\_  
 (Detailed description including square footage. Include accessory uses)

4. Present use of Property: \_\_\_\_\_  
 (include all buildings and uses on the site)

5. Property Owner Information: \_\_\_\_\_

6. Name of Occupant: (Business name & Proprietor) \_\_\_\_\_

7. Type of Application:     New     Alteration     Substantial Improvement     Change of Business

8. Is this an alteration to a structure existing on October 27, 1938? \_\_\_\_\_ On August 1, 2001? \_\_\_\_\_

9. Lot information: Dimensions of Lot \_\_\_\_\_ ft. x \_\_\_\_\_ ft. Lot Area \_\_\_\_\_ Sq ft. Tract Area \_\_\_\_\_ Acres  
 Frontage at Building Setback \_\_\_\_\_ ft. Average Lot Width \_\_\_\_\_ ft. Building Setback from Right of Way \_\_\_\_\_  
 Rear Yard \_\_\_\_\_ ft. Side Yard \_\_\_\_\_ ft. Other Side Yard \_\_\_\_\_ ft. Floor Area Ratio (Total floor space) \_\_\_\_\_

10. Parking: Number of Spaces Existing \_\_\_\_\_ Proposed \_\_\_\_\_ Handicapped Spaces \_\_\_\_\_ Loading Spaces \_\_\_\_\_

11. Determination of Parking Spaces:

Number of Employees \_\_\_\_\_ Number of Rooms/Beds \_\_\_\_\_ Dwelling Units: 1 bedroom \_\_\_\_\_ 2 Bedrooms \_\_\_\_\_

Other information needed to determine Number of Parking Spaces per Zoning Code: \_\_\_\_\_

12. Name and address of Architect (if applicable): \_\_\_\_\_

13. Name and address of Contractor (if applicable): \_\_\_\_\_

I hereby certify that to the best of my knowledge, the foregoing statements and information provided on the site plan is true and accurate. I understand approval of this clearance does not relieve me of my obligation to obtain all other necessary permits.

Applicant Name: \_\_\_\_\_

Applicant is:     Owner

Signature of Applicant \_\_\_\_\_

Occupant

Address of Applicant \_\_\_\_\_

Owner's Agent

Telephone/cell number of Applicant \_\_\_\_\_

Other \_\_\_\_\_

**PERMIT APPROVED** \_\_\_\_\_                      **PERMIT DENIED** \_\_\_\_\_

I hereby approve / deny this Application for Zoning Clearance for the purposes as stated and shown on the SITE PLAN.

Date: \_\_\_\_\_

Zoning Inspector \_\_\_\_\_

Reason for Denial \_\_\_\_\_

## **Plans to Accompany Application**

### **A. Site Plans**

A site plan shall accompany the Zoning Clearance Application. The plan shall be drawn on a scale no smaller than 1" = 50 feet and include the following information below. Attach additional drawing as necessary. Please check the items listed for applicability to your project and include only those items needed. The items listed below are intended as a guide for providing the appropriate information to our office and your project may not require all items listed.

#### **1. Site Information**

- Existing use of all structures on the lot(s)
- Lot shape and all boundary dimensions including frontage, depths, etc. and lot area in square feet
- Shape and dimensions of lots that are created, including
- Yards— show front, side and rear setbacks, including platted setbacks; show all obstructions in setbacks
- Number of dwellings and buildings intended. Indicate use and room dimensions of each building or occupant, number of bedrooms and sizes
- Lot area and density of units per acre
- Location and dimensions of easements and right-of-ways
- Neighboring lots – building setback, distance, zoning
- Fence height – type, location, material, and type of construction
- Screening Wall – type, location, height and material
- Special Flood Hazard Area (SFHA) designation, FEMA FIRM map number and effective date, 100-year flood plain limits and floodway boundaries, and base flood elevation if in a regulated SFHA
- Parking spaces, loading spaces and handicapped spaces with dimensions (see zoning code for current dimensions) and pavement composition
- Pervious (grass) and impervious (building, pavement and sidewalks) areas (total)
- Signs – location, size, height, and type, including illumination
- Driveways and traffic circulation, include dimensions of drives, aisles, curb cuts, and direction of flow
- Curbs, sidewalks, curb ramps, wheel stops, including necessary details on curb ramps
- Distance to nearest intersection from centerline of driveway(s) and/or public streets
- Dumpster locations, screening and drainage if a dumpster is used on the site
- Types and height of lighting if parking lot or exterior lighting is provided

#### **2. Building Information**

- Location, size, and height of existing and proposed buildings
- Accessory buildings size and locations
- Building square footage by floor and total foundation area in square feet
- Height of chimneys, elevators, equipment penthouses, monitors, cooling towers, ventilators, belfries, clock towers, cupolas, domes, flag poles, and spires
- Intended use of all structures or lots

#### **3. Zoning Information**

- Zoning district(s) and acreage in each district if more than one district
- Overlay district- wellhead, historic, special flood hazard area
- Development limits and conditions by code or planning Commission/Council for rezoning or variance or other permits

#### **4. Other Information**

- Engineer's or architect's seal if prepared by an Engineer/Architect
- Location map
- Name and address of owner, applicant, and Engineer/Architect if applicable
- North arrow
- Legal description and property tax identification number

### **B. Site Engineering Plans** (New Construction or Renovation- see Site Engineering Requirements Manual)

- Site Engineering including grading plan, stormwater plan, utilities plan, etc.
- Line Location, size, material, slope, and valve locations for all utilities serving the site
- Grading and Drainage Plan, including hydraulic calculations
- Erosion Control Plan