



CITY OF LANCASTER
Certified Building Department
121 East Chestnut Street, Suite 102
Lancaster, Ohio 43130-3825
(740) 687-6649
Fax (740) 681-5030
Web site: www.ci.lancaster.oh.us/dept/building

Zoning Clearance Requirements

Directions for The Use of This Form

The Application for Zoning Clearance form is used for multiple types of zoning checks within the City of Lancaster only.

1. When a new business or business owner is taking over an existing space then the form is used to check and make sure the business moving in meets all aspects of the zoning code. All numbered items on the application shall be completed except items 8, 9, 12, and 13, unless they are pertinent to the business or moving in including an addition to the existing building. Most of the time an aerial view of the property can be submitted for the site plan but this may not always be the case and is at the discretion of the zoning official as to whether a more clear and detailed site plan will be required. The fee associated with this review is \$150.
2. When a new building is being proposed on a new or vacant piece of property then all items must be filled in on the application and a detailed engineered site plan must accompany the application. The fee associated with the type of review is \$350.

This packet is available online through the City's website at www.ci.lancaster.oh.us. The application may be filled out online but you will need to print and submit with your site plan and payment.



City of Lancaster- Building Department
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Web site: www.ci.lancaster.oh.us

Date Submitted _____

Appl. No. _____

Permit No. _____

APPLICATION FOR ZONING

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 Inspector to determine whether the proposed structure and use of the land will conform to the provisions of the Planning and Zoning Code of the City of Lancaster, State of Ohio.

SUPPORTING DETAIL

1. The building, structure or premises for which a certificate is requested is located as follows:
 Address: _____
 Lot No.: _____ Addition: _____
 Parcel No.: _____ Tract Description: _____
2. Classification of zoning on the site currently in effect: _____ Overlay District(s) _____
3. Type of uses proposed: (Detailed description including s.f. needed. Include accessory uses: _____

4. Present use of property. (Incl. all buildings and uses on site): _____
5. Name and address of owner of property: _____

6. Name of current occupant of premises (business name & Proprietor) _____
7. Type of Application: ___ New ___ Alteration ___ Substantial Improvement ___ New Business
8. Is this an alteration to a structure existing on October 27, 1938? _____ On August 1, 2001 _____
9. Lot Information: Lot dimensions _____ ft. X _____ ft. Lot Area _____ s.f. Tract Area _____ Acres
 Frontage at building setback _____ ft. Average lot width _____ ft. Building setback from Right of Way _____ ft.
 Rear Yard _____ ft. Side yard _____ ft. Other side yard _____ ft. Floor Area Ratio (Total floor space/Total lot area) _____
10. Parking: No. of spaces existing _____ Proposed _____ Handicap spaces _____ Loading spaces _____
11. Determination of Parking Spaces (As required by use. Fill in whichever applies.) No. of Employees _____
 S.F. of space _____ No. of rooms/beds _____ No. of dwelling units _____
12. Name/Address of Architect (if applicable): _____

13. Name/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 are true and accurate. I understand that approval of this clearance does not relieve me of my obligation to obtain all other necessary permits.

Name of Applicant (print clearly) _____ Applicant is: Owner _____
 Signature of Applicant _____ Occupant _____
 Address of Applicant _____ Owner's Agent _____
 Telephone number of Applicant _____ Email _____

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

Permit Approved _____ Permit Denied _____ 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