



City of Lancaster- Building Department
121 East Chestnut St., Lancaster, OH 43130
(740) 687-6649, Fax (740) 681-5030

Web site: www.ci.lancaster.oh.us

Date Submitted _____

Appl. No. _____

Permit No. _____

APPLICATION FOR ZONING CLEARANCE EASY FORM

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 showing the information required in said instructions and such other information as may be required by the Zoning Inspector to determine whether the proposed zoning use of the land or building will continue to 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 approval 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. Describe the former use of the building space you are moving into (if known): _____

4. What is the name of the former business (if known): _____

5. Describe the use you are proposing for the listed property above: _____

6. What is the name of the proposed business: _____

7. Name and mailing address of the owner of the property: _____

8. Type of Application: _____ New Tenant _____ New Owner of Existing Business

9. Are you proposing any additions or alterations to the existing building? _____ Yes _____ No

Provide a site plan of the existing off-street parking available for this business location. How many employees will be working during peak business hours _____?

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 _____

Mailing 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 _____

Instructions to The Applicant

The intent of the Easy Form is to speed up the zoning approval process required by City of Lancaster Ordinance Chapter 1155 for business owners who are moving into an existing business location without intending to alter, add to or change the zoning use. Applicants are to complete the application in its entirety providing the zoning inspector with all of the information requested. You may go to <http://realestate.co.fairfield.oh.us> to find the correct information for item number 1. Use the “Quick Search” feature. A fee is associated with this application. Please refer to the Certified Building Department Fee Schedule found on the building departments web page located at www.ci.lancaster.oh.us .

A site plan of the property must accompany this application showing the business location and the parking provided for this space. The site plan cannot be smaller than 1-inch equals 50 feet in scale. A high quality aerial view of the property will be accepted in its place provided it shows all required detail.

Contact the building department to determine if you will be required to have an Occupancy & Compliance inspection prior to moving in. 740-687-6649

Any new signage will require a Sign Placement Permit as required in City of Lancaster Ordinance 1317. You may contact the zoning official for further details and requirements at 740-687-6649 ex. 1411.