



**CITY OF LANCASTER  
BUILDING DEPARTMENT  
121 East Chestnut Street, Suite 102  
Lancaster, Ohio 43130-3825  
(740) 687-6649**

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

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

**APPLICATION FOR RESIDENTIAL 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 showing the information required in said instructions and such other information as may be required by the Zoning Code.

1. The building, structure, or premises for which a certification is located as follows:  
 Address: \_\_\_\_\_  
 Lot No.: \_\_\_\_\_ Addition: \_\_\_\_\_  
 Parcel No.: \_\_\_\_\_ Legal Description: \_\_\_\_\_
2. Classification of zoning on this site currently in effect: \_\_\_\_\_ Overlay District: \_\_\_\_\_
3. Type(s) of uses contemplated: \_\_\_\_\_  
 (Detailed description with square footage including accessory structures or use.)  
 Check one:    New single-family \_\_\_\_\_ Addition/Alteration \_\_\_\_\_ Accessory building \_\_\_\_\_
4. Present use of property: \_\_\_\_\_
5. Address of property owner: \_\_\_\_\_
6. City, State, Zip Code: \_\_\_\_\_
7. Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_
8. Provide a site plan showing where the proposed work will take place. New single-family homes must provide a professionally produced plot plan that is sealed by the designer. Items attached to the back of the generic site plan must be shown on the plot plan. **Property owners/contractors may use the simple site plan provided in this residential zoning packet for all proposed accessory structures.**
9. Name and Address of Contractor (if Applicable): \_\_\_\_\_  
 City, State, Zip Code \_\_\_\_\_ Phone/Email \_\_\_\_\_

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: \_\_\_\_\_ Address: \_\_\_\_\_  
 (print clearly)  
 Signature of Applicant: \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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

Permit Approved \_\_\_\_\_ Permit Denied \_\_\_\_\_ Date: \_\_\_\_\_ Zoning Official \_\_\_\_\_

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

**PLOT AND GRADING PLAN  
MINIMUM REQUIREMENTS  
(Residential Checklist)**

- Subdivision
- Lot Number for lot and surrounding lots
- Scale
- North Arrow
- Drawing of Lot & Improvements with Dimensions
  - a. House
  - b. Garage
  - c. Drive
  - d. Sidewalks
  - e. Any Other Detached Buildings
- Easements including dimensions
- Street Name(s)
- 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
  - a. Property Corners
  - b. Building Corners
  - c. Curb Cut
  - d. Swales
- Storm water Routing Arrows
- House Number
- Intersecting Streets & Right-of-Way
- Floor Elevations
  - a. Finished Floor
  - b. Top of Block
  - c. Basement
- Certification (When Required)

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OFFICE (740) 687-6649 - FAX (740) 681-5030



**New Construction - SITE PLAN AND/OR PLOT PLAN**

This simple layout shows the location of the existing building, front setback, side yard setbacks and lot dimensions, and can be used for most simple residential & commercial projects such as sheds, detached garages, porches, decks, and some additions. The Plans Examiner may require a more detailed site plan. See the reverse side/next page for a more complete list of details that may be required for existing structures and single family lots. All new One, Two, and Three Family Dwellings will require a detailed site plan. You are required to submit three (3) copies in either situation.

