



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

Date Submitted: _____

Permit Number: _____

APPLICATION FOR COMMERCIAL 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.

- 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. Project Description: _____ (Detailed description including square footage. Include accessory uses)
4. Present use of Property: _____ (include all buildings and uses on the site)
5. Property Owner: _____
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 _____ Signature of Applicant _____ Applicant is: [] Owner
[] Occupant
Address of Applicant _____ [] Owner's Agent
Telephone/cell number of Applicant _____ Email Address 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 squarefeet
- Shape and dimensions of lots that are created, including
- Yards– show front, side and rear setbacks, including platted setbacks; show all obstructions insetbacks
- 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 regulatedSFHA
- 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