



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

Date Submitted: _____

Permit Number: _____

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.

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. 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
10. 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.

Applicant Name (print clearly) _____
 Signature of Applicant _____
 Mailing Address of Applicant _____
 Telephone/cell number of Applicant _____
 Email Address of Applicant _____

Applicant is: Owner
 Occupant
 Owner's Agent
 Other _____

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 the 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 <https://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 Department's webpage 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 at (740)-687-6649.

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