



CITY OF SEASIDE

Resource Management Services | Planning Division
Zoning Clearance Application

ZC-19-_____

File # _____

TO BE COMPLETED BY APPLICANT

A Zoning Clearance is the procedure used by the City to verify that a proposed new land use or structure that is listed as a Permitted use in the underlying Zoning District of the proposed site or tenant space in the City's Zoning Ordinance complies with all applicable requirements of the Zoning Ordinance (e.g., parking, water credits, landscaping, solid waste storage, etc.). A City Planner may contact you to discuss your proposed application if any additional information is required for review. Upon Zoning Clearance approval, you may need to apply for a Sign Permit, Certificate of Occupancy and Business License prior to the opening of the new business. Zoning Clearance approval is not valid after a period of six (6) months if no additional permits or progress is made on the approved use.

Proposed Street / Business Address: _____ **APN:** _____

Business / Project Description: _____
(attach if additional space is needed)

Previous Business at Property / Tenant Space (if known): _____

Applicant:

Name: _____

Mailing Address: _____

Phone: _____ Email: _____

Property Owner (if different):

Name: _____

Mailing Address: _____

Phone: _____ Email: _____

Property Owner's Statement: "By my signature, I hereby state that I am the legal owner of record of the property identified in this application and that all data, information, plans and evidence submitted as part of this application is true and correct to the best of my knowledge."

Signature: _____ **Date:** _____

Submittal Requirements:

- Plan Set** – Plans shall be clearly drawn to scale on sheets at a minimum size of 11" x 17" and up to a maximum size of 24" x 36" using either an engineer or architect scale. **One (1) full-size set and one reduced 11" x 17" set or PDF file** shall be submitted to include the following information (*staff may waive certain information*):
 - Project Description** – Detailed description of the new land use or structure proposed with hours of operation, number of employees, restaurant seats, products / services provided, interior improvements, etc., as applicable.
 - Title Block** – Applicant contact information, site address, project description, any other relevant project data.
 - Floor Plan** – Include and label all interior spaces for all floors proposed for use by the new business. (**floor plan may be included on the same drawing as the site plan, below, if appropriate detail can be shown**)
 - Site Plan** – Include and label all property boundaries, driveway locations, adjacent streets, any adjacent tenant spaces within the same building or property and all existing and proposed structure footprints, parking spaces, landscaped areas and walkways.
 - Elevations** - Proposed elevations for all exterior building walls (**only if exterior building changes are proposed**)
- Any additional information as requested by Staff (e.g., trash enclosures, exterior lighting, signage, loading areas)

TO BE COMPLETED BY STAFF

Fee Collected: _____ Receipt #: _____ Accepted By: _____ Date Accepted: _____

Approved by: _____ Date Approved: _____

Zoning Clearance Fee: Per current adopted fee schedule