



## ZONING CLEARANCE APPLICATION

### **PROJECT INFORMATION:**

Business/Project Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_

Applicant Email: \_\_\_\_\_

### **PROJECT DOCUMENTS:**

ALL Required Project Information must comply with the City's [Universal Digital File Standards](#).

- **Zoning Clearance Application** (Page 1 of this Form)
- **Zoning Clearance Project Description** - A description of the proposed use, including but not limited to, days and hours of operation, anticipated number of employees working each shift, any delivery details, and a description of any activity that may cause unusual noise or odor.
- **Zoning Clearance Site Analysis** - An aerial photograph or plan of the site showing the number of vehicle and bicycle parking spaces and site access.

### **REQUIRED FEES:**

None required.

### **Electronic/Digital Signature Disclosure:**

I understand and agree that (i) electronically signing and submitting any document(s) to the City of Santa Rosa legally binds me in the same manner as if I had signed in a non-electronic or non-digital form, and (ii) the electronically stored copy of my signature, any written instruction or authorization and any other document provided to me by the City of Santa Rosa, is considered to be the true, accurate and legally enforceable record in any proceeding to the same extent as if such documents were originally generated and maintained in printed form. I agree not to contest the admissibility or enforceability of the City of Santa Rosa's electronically stored copy of any other documents.

By using the system to electronically sign and submit any document, I agree to the terms and conditions of this Electronic/Digital Signature Disclosure.

Applicant Signature: \_\_\_\_\_

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

## ZONING CLEARANCE INFORMATION & PROCESS

A Zoning Clearance is the procedure used by the City to verify that a proposed land use or structure is allowed in the applicable zoning district, and that the project complies with the development standards of this Zoning Code that apply to the use, consistent with the General Plan. Where Division 2 (Zoning Districts and Allowable Land Uses) or other provision of the Zoning Code require a Zoning Clearance as a prerequisite to establishing a new or modified land use, authorizing a change in ownership, or the issuance of a Business Tax Certificate, the Zoning Clearance shall be required at the time of Department review of any change in use or occupancy authorization.

A Zoning Clearance is required in the following circumstances:

- a. Land use. A Zoning Clearance shall be obtained before the initiation or commencement of any use of land not requiring the construction of a structure.
- b. Change of use. Whenever a use is proposed to be changed from an activity for which a Zoning Clearance has been issued, or which is exempt under Subsection B.1 (When required), whether or not the new use involves a new lessee, operator, or owner, a new Zoning Clearance shall be obtained.
- c. Change of tenancy or ownership. A new Zoning Clearance shall be obtained for a change of lessee, operator, or owner even when the change does not involve a change in the use or activity being conducted on the subject property.

A Zoning Clearance is not required for any residential land use within a residential zoning district. A Zoning Clearance for non-cannabis uses is issued by Planning and Economic Development Staff.