



Zoning Clearance is required for all new businesses, as well as existing businesses relocating within the city or increasing the intensity of their use. The purpose of this process is to confirm that the proposed business activities comply with the Land Development Code (LDC) and Code of Ordinances.

Is this application the result of a **NOTICE OF VIOLATION?** Yes No

**Applicant Information:**

Business Applicant Name:	Phone:	Email:
Authorized Representative & Relationship:	Phone:	Email:
Property Owner Name:	Phone:	Email:
Property Owner Representative & Relationship:	Phone:	Email:

**Business Information:**

Name of Business:	Phone:	Is this a new business in this location? <input type="checkbox"/> YES <input type="checkbox"/> NO
Business Address:		
Type of Business:		
<input type="checkbox"/> Office	<input type="checkbox"/> Retail	<input type="checkbox"/> Restaurant
<input type="checkbox"/> Industrial/Manufacturing	<input type="checkbox"/> Personal Service	<input type="checkbox"/> Restricted Personal Service
<input type="checkbox"/> Other		
Description of Proposed Business Activities (including days/hours of operation, total employees, and number of shifts):		

**Will the business:**

1.	Be conducted within a home or apartment?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	See Home Based Business information below
2.	Require conversion of residential expansion of floor area within the building?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Additional parking spaces may be required
3.	Change the intensity of use at the site (i.e., traffic, noise pollution, etc.)?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Site Plan will be required
4.	Require any new or modified sign?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Sign Permit is required
5.	Require any exterior changes to the building?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Site Plan and Building Permit will be required
6.	Be new to the site?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Site Plan and Building Permit will be required
7.	Conduct any aspect outdoors, including sales, storage, services, or seating?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Site Plan may be required
8.	Involve manufacturing and/or the use of hazardous materials?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Building Permit is required
9.	Involve body work, e.g., massage, nails, hairdresser, etc.?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	City Massage License and/or Change of Occupancy Permit may be required
10.	Involve a Restricted Personal Service use?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Comply with development standards in LDC
11.	Involve a Medical Marijuana Treatment Center Dispensing Facility use?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Comply with development standards in LDC

**Note:** Restricted Personal Service (i.e., blood plasma centers, body piercing establishments, check cashing stores, instant loan stores, day labor establishments, pawn shops, cannabidiol (CBD) vendors, nicotine dispensing device businesses, smoke shops and tattoo parlors) and Medical Marijuana Treatment Center Dispensing Facility uses are required to meet minimum distance separation requirements from certain uses. Please review the specific use regulations within the LDC for detailed information.

**Home-Based Businesses:**

A home-based business shall be allowed in a residential property zoned for residential use subject to the requirements in this section.

1. Employees of the business must reside in the residential dwelling unit, except up to two (2) additional employees or independent contractors residing elsewhere who may also work at the business. The business may have additional remote employees who do not work at the residential dwelling unit.
2. The activities of the home-based business shall be secondary or clearly incidental and subordinate to the property's use as a residential dwelling, and shall not change the residential character of the structure.
3. As viewed from the street, the use of the residential property shall be consistent with the uses of the residential areas that surround the property. External modifications made to a residential dwelling to accommodate a home-based business must conform to the residential character and architectural aesthetics of the neighborhood.
4. Parking related to the business activities of the home-based business shall comply with all applicable standards of the Code of Ordinances, including chapter 23 pertaining to traffic and motor vehicles, and the Land Development Code, including chapter 11 pertaining to parking standards, as well as the following:
  - a. The need for parking generated by the business may not be greater in volume than would normally be expected at a similar residence where no business is conducted;
  - b. Any vehicle or trailer used in connection with the home-based business shall be parked in legal parking spaces that are not located within the right-of-way, on or over a sidewalk, or on any unimproved surfaces at the residence;
  - c. Notwithstanding other provisions of the Code of Ordinances, no heavy equipment, including commercial, industrial, or agricultural vehicles, equipment, or machinery, shall be parked or stored on the property which is visible from any street or neighboring property; and
  - d. Nothing contained herein shall be construed to allow the parking of any vehicle at a home-based business residence that is not allowed at any residential property without a home-based business.
5. All home-based business activities shall not create noise, vibration, heat, smoke, dust, glare, fumes, or noxious odors, beyond what is allowed in the Code of Ordinances or Land Development Code for any residential property without a home-based business.
6. The home-based business shall not conduct retail transactions at a structure other than the residential dwelling; however, incidental business uses and activities may be conducted at the residential property.
7. No home-based business activities shall involve the use, storage, or disposal of any corrosive, combustible, or other hazardous or flammable materials or liquids not otherwise allowed at any residential property without a home-based business.
8. A home-based business shall be subject to all applicable city occupational licensing requirements, fees, and other business taxes.

I certify that I have read and understand the contents of this application. The information contained in this application is complete and, in all aspects, true and correct, to the best of my knowledge. I agree that I will obtain all necessary permits to comply with all applicable orders, codes, conditions, and rules and regulations pertaining to the use of the subject property. I understand the regulations change and that I am responsible to contact the City to determine if any changes impact my business. (Applications which are filed by corporations must bear the seal of the corporation over the signature of an officer authorized to act on behalf of the corporation.)

Signature of Owner or Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**For Planning and Development Department Comment Only**

Comments:			
Zoning District:		FLU Category:	
<input type="checkbox"/> Proposed use is a permitted use in the zoning district	<input type="checkbox"/> Proposed use is a Conditional Use or Special Exception in the zoning district	<input type="checkbox"/> Proposed use is not permitted in the zoning district	<input type="checkbox"/> Proposed use is legally nonconforming
<b>CONDITIONAL APPROVAL OR DENIAL (circle one)</b>		<b>FINAL APPROVAL</b>	
Approved By: _____ Date: _____		Approved By: _____ Date: _____	