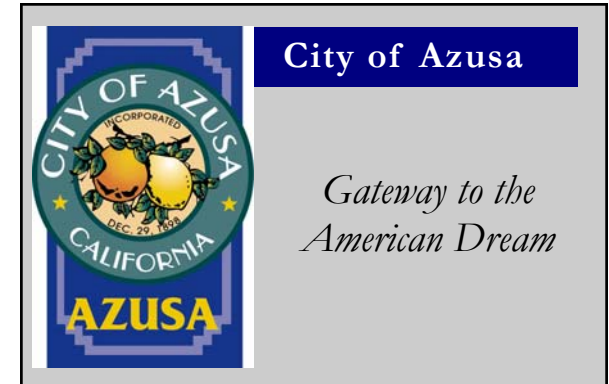
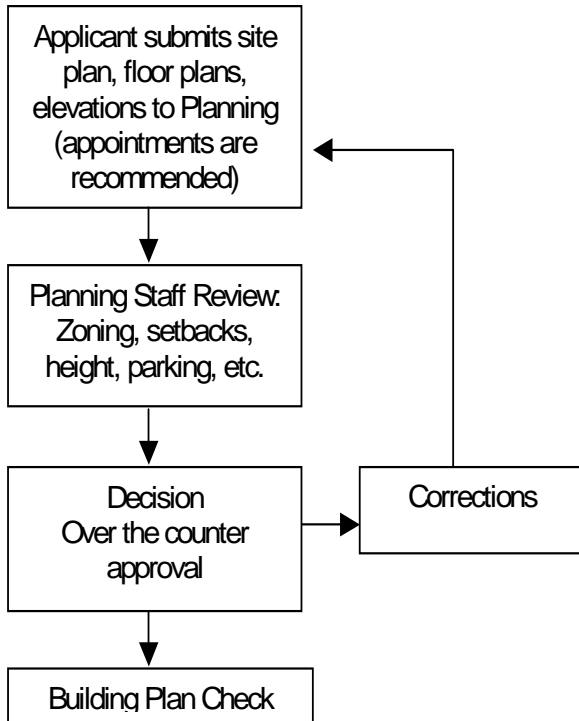


Summary of the Zoning Clearance Process



HOW TO RECEIVE ZONING CLEARANCE

For more information call: 626-812-5299

Economic and Community Development Department

Planning Division
213 E. Foothill Blvd.
Azusa, CA 91702

Phone: 626-812-5299
Fax: 626-334-5464
Email: cseffer@ci.azusa.ca.us

What is Zoning Clearance?

Zoning Clearance is the "over-the-counter" procedure used by the City to verify that a proposed structure or land use is allowed in the applicable zoning district, and that the project complies with all applicable requirements of the Development Code.

Over-the-counter Zoning Clearance is provided for the establishment of new businesses in existing buildings, except for businesses that require either a Use Permit or a Minor Use Permit, or where the new business results in the intensification of the building (e.g. a restaurant occupying a building that formerly housed an office).

Over-the-counter Zoning Clearance is also provided for minor construction projects that are exempt from the City's Design Review requirements.

Some examples of minor construction that can receive Over-the-counter Zoning Clearance are:

- Small additions to single-family homes
- Fences and walls
- Commercial tenant improvements not resulting in an intensification of the land use.
- Patio covers
- Window replacement
- Pools

How is Zoning Clearance for a new business obtained?

The Planning staff may issue the Zoning Clearance after determining that the new business is "permitted" (listed in Article 2, Land Use Table, as "P" for permitted use). Planning approval is in the form of staff signature on the Business License application form.

Zoning Clearance will not be granted, and the proposed land use shall not be established if existing site improvements and/or any affected structure are not in compliance with all applicable requirements of this Development Code ((except as provided by Chapter 88.52 (Nonconforming Uses, Structures, and Parcels)). A site inspection may be conducted to verify compliance.

How is Zoning Clearance for a minor construction obtained?

The Planning staff shall issue the Zoning Clearance after determining that the request complies with all Development Code provisions applicable to the proposed use (i.e. setbacks, building height, parking, etc.). Planning approval will be in the form of a stamp on approved plans.

Zoning Clearance will not be granted, and the proposed land use shall not be established if existing site improvements and/or any affected structure are not in compliance with all applicable requirements of this Development Code ((except as pro-

vided by Chapter 88.52 (Nonconforming Uses, Structures, and Parcels)).

What is needed to receive Zoning Clearance for minor construction?

In order for Zoning Clearance to be considered, the following items must first be submitted to the Planning Division:

- 1) Plans (site plan, floor plans, and elevations) showing the existing and proposed buildings and uses on the property.

The owner must certify that the plans accurately show all existing and proposed structures, and that misrepresentation of the facts may be grounds for revocation of the building permits.

- 2) A processing fee : \$60

How long does Zoning Clearance take?

If all of the required information is provided by the applicant, Zoning Clearance is usually done immediately over-the-counter.