



ZONING PERMIT APPLICATION

Until a zoning permit has been issued by the zoning administrator, none of the following may be commenced:

1. Erection, alteration, restoration, relocation, or demolition of any structure or part thereof.
2. New use of premises, facilities, structures or land.
3. Change or expansion of existing uses of or future approved premises, facilities, structures or land.
4. Development within F1 and F2 districts.

(City of Claremont Code of Ordinances, Chapter 22: Zoning, Article II, Division 4. Permits)

Property Owner(s):		
Name:	Address:	Telephone:

Property Owner's Agent (if applicable): <i>(Written authorization by the owner to sign on his/her behalf must be attached.)</i>		
Name:	Address:	Telephone:

Location of Proposed Project:				
Address:				
Map: _____	Lot: _____	Zoning District: _____	Plans Attached: _____ <i>(if applicable)</i>	Driveway Permit Attached: _____ <i>(if applicable)</i>

Check Appropriate Box if Any of the Following Apply:				
Flood Plain District <input type="checkbox"/>	Stream bank District <input type="checkbox"/>	Airport District <input type="checkbox"/>	Historic District <input type="checkbox"/>	Contains Toxic Waste <input type="checkbox"/>

Circle Appropriate Box and/or Fill In Appropriate Blanks If Request Entails:		
Additional/New Dwelling Units	Expansion of Use	Change of Use

If any of the above have been selected, describe CURRENT/PAST use: _____

If any of the above have been selected, describe PROPOSED use: _____

Square Footage: _____	Footprint: _____	Renovated/added: _____	# of Stories: _____	Living Area: _____	Total Area: _____
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General Description of Request:
<ol style="list-style-type: none"> 1. Include dimensions. 2. List number of bedrooms and bathrooms if structure is a new home or addition. 3. Describe proposed use if use of existing structure is being changed. 4. If applicable, include building plans/specs, plot or site plans, copy of approved driveway access permit. _____ _____ _____

I hereby declare that all statements made on this application are true to the best of my knowledge and authorize agents of the City of Claremont to enter upon the property for purpose of inspection. Applicants are advised that the making of a false statement on this form is a criminal offense.

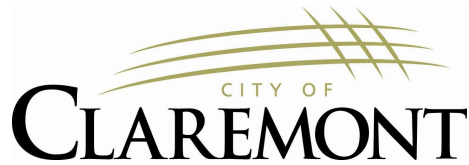
Applicant Printed Name: _____ Applicant Signature: _____
 Date: _____ Applicant Contact Information: _____

CITY OFFICIAL PORTION OF APPLICATION

Request Type	Approved or Denied	Date	Board Review Required	By (Printed Name)
Planning				
Zoning				
Historic District Commission				

<input type="checkbox"/> ISSUED subject to the following condition (s): _____ _____	<input type="checkbox"/> DENIED for the following reason (s): _____ _____
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Signature of Zoning Administrator: _____ Date: _____



ZONING PERMIT APPLICATION INFORMATION

CITY OF CLAREMONT CODE OF ORDINANCES
CHAPTER 22: ZONING, ARTICLE II, DIVISION 4. PERMITS

Sec. 22-76. General.

Until a zoning permit has been issued by the zoning administrator, none of the following may be commenced:

5. Erection, alteration, restoration, relocation, or demolition of any structure or part thereof.
6. New use of premises, facilities, structures or land.
7. Change or expansion of existing uses of or future approved premises, facilities, structures or land.
8. Development within F1 and F2 districts.

(Ord. No. 181, § 4-3.1, 4-12-78; Ord. No. 236, § 3, 12-14-83)

Sec. 22-77. Application.

Application for a zoning permit shall be made to the zoning administrator on the form furnished by him. Applications shall be signed by the owner, his agent or lessee and shall include the following:

1. Plans, drawn to scale and satisfactory to the zoning administrator, showing the actual shape, dimensions, and location of the land to be used, existing buildings, facilities, and structures, and planned alterations, and proposed construction.
2. Information as to the existing and intended uses of buildings and land or part thereof.
3. Copy of an approved site plan and/or subdivision plat (when applicable).
4. Copy of an approved driveway access permit (when applicable).

(Ord. No. 181, § 4-3.2, 4-12-78; Ord. No. 236, § 3, 12-14-83)

Sec. 22-78. Administration.

- A.** The zoning administrator shall determine whether an application for permit is in compliance with a permitted use. If the zoning administrator determines that it is, the application shall be approved and a zoning permit issued. The zoning administrator shall act upon any application within thirty (30) days after it has been filed.
- B.** The issuance of a zoning permit shall precede or be in conjunction with the issuance of a building permit.
- C.** A zoning permit shall become void if construction is not begun there under within twelve (12) months from the date of issuance of the permit. Permits may be extended once for no more than an additional twelve (12) months by the zoning administrator on receipt of a written request for extension at least fourteen (14) days prior to the expiration of the original permit.
- D.** Permits issued hereunder shall be transferable to a subsequent owner provided there is no change in use and the use has not been discontinued for more than twelve (12) consecutive months.
- E.** On approval by the board of adjustment of a variance or special exception, the zoning administrator shall issue a zoning permit as of the date of approval of the board of adjustment.

(Ord. No. 181, § 4-3.3, 4-12-78; Ord. No. 236, § 3, 12-14-83)