



# ZONING PERMIT/APPLICATION & MASTER CHECKLIST

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 the Flood plain, See Sec 22-433.

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

### Property Owner(s):

Name:	Address:
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Email Address:

Telephone:

### Applicant (If different from the property owner) *(Written authorization by the owner must be attached.)*

Name:	Address:
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Email Address:

Telephone:

### Location of Proposed Project

Address:

Detailed Description of Proposal (use additional paper if needed):

*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. I understand that incomplete applications will be withheld until all submissions have been provided. Applicants are advised that the making of a false statement on this form is a criminal offense.*

**Applicant Printed Name:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

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

**Findings of the Zoning Administrator**

Map: _____	Lot: _____	Zoning District: _____	Plans Attached: _____ <i>(if applicable)</i>	Driveway Permit Attached: _____ <i>(if applicable)</i>
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**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"/>	Non-Conforming Use <input type="checkbox"/> <b>Non-Conforming Structure</b> <input type="checkbox"/>
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**Identify Additional Approvals Required for this Project:**

Site Plan Review	Area Variance	Special Exception
Subdivision Review	Use Variance	Conditional Use Permit
Equitable Waiver of Dimensional Requirements	Historic District Certificate of Appropriateness	Building Permit
Floodplain Permit	Lot Merger	Other (e.g., sign permit, etc) _____

Lot Square Footage: _____	Building Sq ft: _____	Sq ft Renovated/added: _____	# Of Stories: _____	Living Area: _____
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Zoning Permit is  approved     not approved on the following grounds:

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No additional permits or approvals are needed for this project.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

1/4/2022



## 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:

- 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.

(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 thereunder 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, unless expressly limited to the applicant by this chapter, shall be transferrable 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 or notice of decision 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; Ord. No. 531, § 1, 4-10-2013)