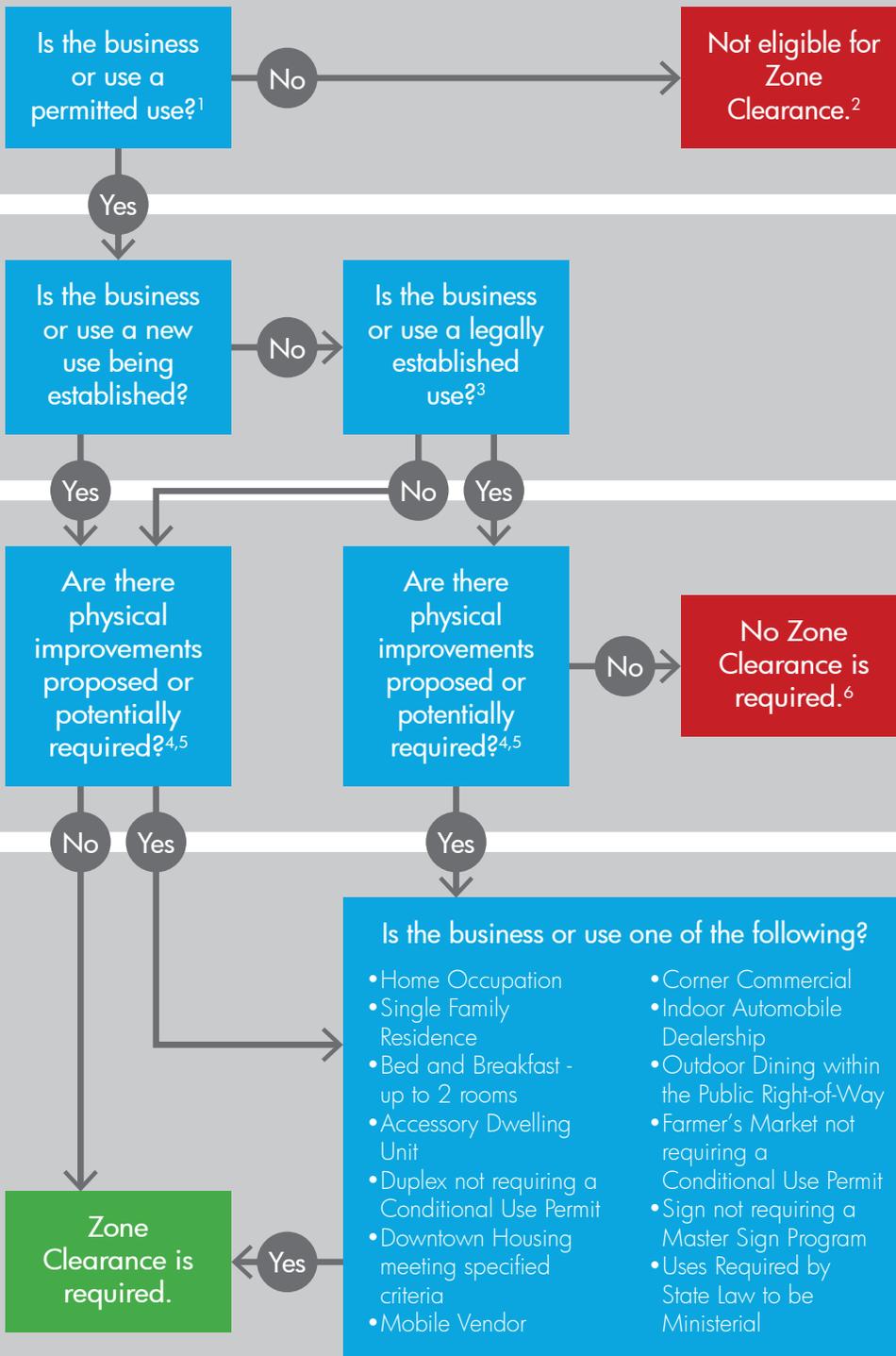


# ZONE CLEARANCE

Zone Clearance is a ministerial, or non-discretionary, entitlement that is reviewed and approved at the staff level. The purpose of the Zone Clearance process is to streamline the review of many permitted uses. To determine if your project qualifies for a Zone Clearance, please review the following flowchart. If the project does qualify for a Zone Clearance, see page 2 of this handout to determine the level of Zone Clearance required and for a summary of the application and review process. Please contact the Planning Division for additional information.



1. A permitted use is any business or use that is allowed in a Zoning District without a requirement for approval of a Use Permit, but subject to any restrictions applicable to that Zoning District. Contact the Planning Division for more information.

2. Contact the Planning Division to determine the required permit type for the business or use.

3. Legally established means that all required permits and approvals to operate the use were obtained and the use has continuously remained in compliance with all applicable terms and conditions imposed on the use, including payment of all business taxes and fees.

4. Physical improvements may include building additions or other site improvements such as new or expanded parking or landscape areas.

5. Physical improvements may be required if the use requires a change of occupancy. Contact the Planning Division for additional information.

6. A Business Tax Certificate/Building Permit may still be required. Contact the Business Tax Office and the Building Division to verify license/permit requirements.

The City classifies Zone Clearance projects into the following levels, which have distinct processing requirements, as summarized below. Please contact the Planning Division to confirm what level Zone Clearance is required prior to application.

**Low Level Zone Clearance** applies to projects that are typically approved “over-the-counter” and require confirmation by the Planning Division that the proposed business or use is consistent with applicable development or performance standards of the Development Code. Standard or special use conditions may apply. Low Level Zone Clearance decisions are not subject to appeal.

**High Level Zone Clearance** applies to projects that typically require input from other internal departments or outside agency staff. Planning Division review of High Level Zone Clearance applications require additional analysis to determine consistency with other department or agency conditions as well as applicable development or performance standards of the Development Code. Standard or special use conditions may apply. Certain projects may also require courtesy noticing to surrounding property owners. High Level Zone Clearance decisions are not subject to appeal.

Zone Clearance Levels		Low Level Zone Clearance	High Level Zone Clearance
Review Timeline		1-7 Days	30-45 Days
Applicable Uses		<ul style="list-style-type: none"> <li>•New Business or Use with No Potential Physical Improvements</li> <li>•Home Occupation</li> <li>•Single-Family Residence</li> <li>•Bed and Breakfast - up to 2 rooms</li> <li>•Mobile Vendor</li> <li>•Sign not requiring a Master Sign Program</li> </ul>	<ul style="list-style-type: none"> <li>•Accessory Dwelling Unit</li> <li>•Duplex not requiring a Conditional Use Permit</li> <li>•Indoor Automobile Dealership</li> <li>•Downtown Housing meeting specified criteria</li> <li>•Corner Commercial</li> <li>•Outdoor Dining within the Public Right-of-Way</li> <li>•Farmer’s Market not requiring a Conditional Use Permit</li> </ul>
Planning Review Process	Submit Application and Fees	Planner confirms all needed documents are submitted prior to accepting application.	Planner confirms all needed documents are submitted prior to accepting application.
	Cross-Department Review		Project is routed out to internal departments and outside agencies, as needed, for comments and conditions.
	Formal Planning Review	Planner reviews for consistency with Development Code.	Planner reviews for conformance with internal department and outside agency conditions and for consistency with Development Code.
	Courtesy Noticing (If Applicable)		A courtesy notice is provided to surrounding property owners and tenants at least 10 days prior to final action.
	Final Determination and Action	Planner signs off on application form, including reference to all required standard and special use conditions of approval. No separate final action letter is required.	Planner prepares final action letter, including all standards and special use conditions of approval.