A Certificate of Zoning Compliance is required before any building that has been erected, converted or structurally altered can be occupied. The Certificate of Zoning Compliance is issued upon demonstration that the proposed use of the building or land will comply with the applicable provisions of the Land Development Regulations.

I. PROPERTY INFORMATION

or

<table>
<thead>
<tr>
<th>Street Address/Location</th>
<th>Legal Description (Lot Number, Block Number, Subdivision)</th>
</tr>
</thead>
</table>

Name of Business

Proposed Land Use – Please see attached list for standard land uses

Previous Land Use – Please see attached list for standard land uses

II. APPLICANT INFORMATION

Name

Mailing Address

Telephone

E-mail Address

III. REQUIRED ITEMS

☐ All documents should be provided in 8.5” x 11”, or please fold to appropriate size if larger. All drawings must be to scale.

☐ Please provide electronic copies, if available. Other pertinent information to support said request should also be attached.

☐ Not all items may be required. Please check with the Planning Division staff for advice.

[ ] Survey

[ ] Site Plan

- Scale, North Arrow, Legal Descriptions, Street Address
- Location and dimension of the lot(s)
- Footprint of all existing structures, with dimensions and distance from property lines and adjacent buildings
- All building setbacks (front, rear, side, structure to structure)
- Location/type of parking areas, landscape areas, driveways and sidewalks, with dimensions
- Location/type of exterior lighting fixtures

[ ] Floor Plan

[ ] Limited Use Affidavit

[ ] Signature from the Building Division is required below confirming no Certificate of Occupancy is required:

____________________________
Building Division Signature

[ ] Non-Refundable Application Fee of $ 100.00

IV. ADDITIONAL INFORMATION

- The review process will take no more than 10 working days. The staff will call the applicant when the Certificate of Zoning Compliance is approved.
- The Certificate of Zoning Compliance shall be signed by the applicant and a representative of the Planning and Development Division and Building Division.
- The Certificate of Zoning Compliance shall be displayed at the business location at all times.

V. ACKNOWLEDGEMENTS

I certify that [ ] I am the legal owner on record, or [ ] I have secured the property owner’s permission and have full authority to make this application, and that the above information is correct and complete to the best of my knowledge and ability.

____________________________
Printed Name and Signature of Applicant

____________________________
Date
Standard Land Uses
Accessory Dwelling Unit  
Adult Day Care  
Adult Use (SOB)  
Agricultural Support  
Agriculture/Urban Farming  
Airport  
Alcoholic Beverage Sales, Liquor Store or Package  
Arena / Stadium  
Auto Service/Fueling or Charging Station  
Automotive Wrecking and Salvage Yard; Junkyard; Recycling Business  
Bar  
Bed and Breakfast  
Boarding House, Dormitory, Fraternity or Sorority  
Boat Repair Facility  
Boat Sales or Rental  
Cemetery  
Child Care Facility, Day Care (Commercial)  
Child Care Facility, Residential (Day Care)  
Cleaning / Laundry Pick-Up Station  
Cleaning / Laundry-Mat Self Service  
College / University / Vo-Tech  
Commercial Amusement, Indoor  
Commercial Amusement, Outdoor  
Commercial Lodging (Hotel)  
Commercial Stable  
Commercial Warehousing and Logistics  
Community Garden  
Condominium  
Correctional or Rehabilitation Facility  
Cottage Food Production  
Credit Access Business  
Duplex  
Family Care Facility  
Fine Arts Instruction  
Flea Market  
Golf Carts, Sales and Service  
Gun Shop  
Heavy Industry  
Heavy Vehicle, Manufactured Home, Watercraft or Aircraft  
Sales or Rental  
Heliport  
Helistop  
Home Based Business  
Home Based Occupation  
Homeless Shelter  
Hospital  
Hospital House Establishment  
Kennel  
Library  
Light Industry  
Live-Work Unit  
Manufactured Housing Development  
Marina  
Medical Office / Clinic / Lab  
Mining / Extraction  
Multi-Family Residential  
Nursery or Greenhouse, Retail  
Nursery or Greenhouse, Wholesale  
Nursery Wholesale  
Nursing / Convalescent Home  
Office  
Outdoor Storage  
Parking and/or Multimodal Transportation Facility  
Parking Lot, Commercial Surface Parking Area  
Parking Structure or Lot – Incidental to Main Use  
Parking Structure – Mixed Use  
Passenger Motor Vehicle Sales or Rental  
Pawn Shop  
Personal Care Homes (DADS)  
Personal Fitness  
Pet Grooming Services  
Place of Private Assembly  
Place of Public Assembly  
Port and Harbor Facilities  
Power Generation  
Private Club  
Professional Services, Instruction or Counseling  
Public Safety Facility  
Public Utility Facility, Neighborhood  
Public Utility Plant  
Rail Yard  
Recreation Indoor  
Recreation Outdoor  
Recycling Center  
Recycling Collection Center  
Research and Testing Laboratory  
Residential Stable  
Restaurant, Drive-In / Through  
Restaurant, No Drive-In / Through  
Retail - Big Box  
Retail - Commercial  
RV Park  
School, Private  
Self Storage  
Short Term Rental Residential Dwelling  
Single-Family Detached  
Small Scale Food and Beverage Production  
Substance Abuse Facility  
Towing Service Facility  
Townhouse  
Vehicle Wash  
Vending Kiosk/ATM  
Veterinarian, Large Animal  
Veterinarian, Small Animal  
Wholesale  
Wireless Telecommunication Facility