

Chapter 11.55 Zoning Clearances

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11.55.010 Purpose

This chapter establishes procedures for conducting a Zoning Clearance to verify that each new or expanded use, activity, or structure complies with all of the applicable requirements of this Code.

11.55.020 Applicability

A Zoning Clearance may be required for buildings or structures erected, constructed, altered, repaired or moved, the use of vacant land, changes in the character of the use of land or building, change of occupant or tenant on a parcel of land or building, or for substantial expansions in the use of land or building, that are allowed as a matter of right by this Code. In addition, any person may request and the Planning Department shall issue a zoning clearance certification stating the zoning standards for any parcel located within the unincorporated area of the county.

11.55.030 Review and Decision

Before the County may issue any business license, building permit, subdivision approval, or lot line adjustment, the Zoning Administrator shall review the application to determine whether the use, building, or change in lot configuration complies with all provisions of this Code or any Design Review, Use Permit or Variance approval and that all conditions of such permits and approvals have been satisfied.

- A. **Application.** Applications and fees for a Zoning Clearance shall be submitted in accordance with the provisions set forth in Section 11.53.020, Application Forms and Fees. The Zoning Administrator may request that the Zoning Clearance application be accompanied by a written narrative, plans and other related materials necessary to show that the proposed development, alteration, or use of the site complies with all provisions of this Code and the requirements and conditions of any applicable Use Permit or Variance approval.
 1. ***Zoning Clearance associated with a Building Permit.*** Plans submitted to the Building Department shall include plans, specifications and information that demonstrate conformance with this Title. A separate zoning clearance application form is not required and the zoning clearance associated with the issuance of a building permit shall be the plans approved by the Planning Department for issuance of the building permit.
- B. **Determination.** If the Zoning Administrator determines that the proposed use or building is allowed as a matter of right by this Code, and conforms to all the applicable development and use standards, the Zoning Administrator shall issue a Zoning Clearance. An approved Zoning Clearance may include attachments of other written or graphic information, including but not limited to, statements, numeric

data, site plans, floor plans and building elevations and sections, as a record of the proposal's conformity with the applicable regulations of this Code.

1. **Notice.** Zoning Clearance required for issuance of a building permit shall be provided directly to the Building Department. If a Zoning Clearance is required that is not part of a building permit, it will be mailed to the applicant within seven working days.
- C. **Exceptions.** No Zoning Clearance shall be required for the continuation of previously approved or permitted uses and structures, or for new ancillary uses and accessory structures that are not subject to any building or zoning regulations unless specifically identified in conditions of approval or this Code.
- D. **Expiration of Zoning Clearance.** A Zoning Clearance shall expire upon the earlier event of the following:
 1. 180 days after issuance, unless otherwise indicated on the Zoning Clearance; or
 2. When the proposed use or development no longer conforms to all applicable provisions of this Title (i.e. the zoning or land use designation is changed).
 3. If a Zoning Clearance is issued in conjunction with a building permit, the Zoning Clearance shall expire when the building permit expires.

11.55.040 Appeals

Zoning Clearance decisions are subject to the appeal provisions of Section 11.53.150, Appeals and Calls for Review.