



Community & Economic Development Dept.
 2222 M Street, 2nd Floor
 Merced, CA 95340
TEL: (209) 385-7654
WEB: countyofmerced.com/planning

ZONING CLEARANCE

FILING REQUIREMENTS CHECKLIST

STEP 1	<p>APPLICATION SUBMITTAL. Application submittal, at a minimum, shall include the items listed below. Incomplete submittals will not be accepted.</p> <p>Within 30 days of submittal, staff will review the application and will notify you, in writing, whether your application has been deemed complete or incomplete and indicate any necessary required information. Incomplete applications cannot be processed.</p>
<input type="checkbox"/> APPLICATION	Completed Planning Permit Application with wet-ink or e-signatures. Application must be signed by all property owners or accompanied by documentation to authorize an empowered signee.
<input type="checkbox"/> COMPANION PAGE	Completed Zoning Clearance Companion Page .
<input type="checkbox"/> FILING FEE	Full payment of filing fee, based on latest adopted Fee Schedule .
<input type="checkbox"/> ENVIRONMENTAL FORM	Completed Environmental Form .
<input type="checkbox"/> SITE PLAN	Two (2) copies of a 11" x 17" site plan and 8.5" x 11" site plan (see Minimum Plan Requirements).
<input type="checkbox"/> FLOOR PLAN	Two (2) copy of floor plans (see Minimum Plan Requirements).
<input type="checkbox"/> DIGITAL COPIES	All submittal items saved on a CD or flash drive in a PDF format.
STEP 2	APPLICATION PROCESSING
CEQA	Staff will determine if the project is subject to environmental review under the California Environmental Quality Act (CEQA) and related additional fees.
REFERRALS	Staff will refer the application to applicable local, State, and Federal agencies for review and comments. Applicants may be invited to a meeting with County agencies to discuss project implementation.
STEP 3	PERMIT ISSUANCE. The Director will Issue a Zoning Clearance if the request complies with all Zoning Code provisions applicable to the proposed land use or structure.
STEP 4	<p>SITE PLAN & DESIGN REVIEW. The proposed use may be subject to Site Pan Design Review if the project involves:</p> <ul style="list-style-type: none"> ● Non-Residential New Construction ● Non-Residential Additions and Modifications ● Other Non-Residential Construction (Facades/exterior improvements, landscaping, parking lot modifications, fences/walls, and/or roof pitch changes) ● Outdoor Dining areas ● Joint/Shared or Off-Site Parking Plans ● Signage <p>Applications may be processed concurrently or after the Zoning Clearance is issued (See Site Plan & Design Review Filing Requirement Checklist).</p>



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PLANNING PERMIT APPLICATION

TYPE OF APPLICATION:

- Administrative Permit
- General Plan Amendment
- Major Subdivision
- Planned Development
- Temporary Use Permit
- Zoning Map Amendment
- Other: _____
- Conditional Use Permit
- Major Modification
- Minor Subdivision
- Property Line Adjustment
- Variance
- Zoning Clearance
- Developer Agreement
- Minor Modification
- Minor Deviation
- Site Plan & Design Review
- Zoning Code Amendment

PROPERTY INFORMATION

Assessor's Parcel Number(s): _____

Property Address: _____

Brief Project Description: _____

CONTACT INFORMATION

Property Owner(s): _____

Mailing Address: _____

Email Address: _____ Phone: _____

Applicant: _____

Mailing Address: _____

Email Address: _____ Phone: _____

Additional Agent: _____

Mailing Address: _____

Email Address: _____ Phone: _____

SIGNATURES

We hereby certify that we have read the [Merced County Planning Permit Application Terms and Conditions](#), and agree to all applicable terms and conditions.

Owner (1) _____ Owner(2) _____

Applicant _____ Date _____

STAFF USE ONLY

Project #: _____ Application Fee: _____



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ZONING CLEARANCE COMPANION PAGE

OPERATION STATEMENT. Provide a detailed description of the proposed use including the following information:

- Hours and days of operation
- Products/Services to be sold/provided
- Previous use/business at this location
- Number of employees
- Average and peak number of visitors/customers
- Number of parking spaces (total, standard, accessible)
- Dimensions and descriptions of all buildings
- Type of equipment or processes used
- Use or storage of any hazardous materials
- Other information which effectively describes the proposed use.

If there is not enough space below, please provide your statement on a separate sheet of paper.

DOES THE PROJECT INVOLVE:

YES NO

- | | | |
|--|--------------------------|--------------------------|
| 1. Will the business occupy an existing building and/or space with a vacancy of one (1) year or longer? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Will the business be located within your residence? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Will the business require exterior changes or new construction (excludes interior tenant improvements)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Will the business require new or modified signs? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Will any aspect of the business be conducted outside of the building (e.g. sales, storage, or seating)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Will your business involve any sale of alcoholic beverages? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Will your business involve the storage or handling of hazardous materials? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Will your business involve the sale, preparation, or handling of food and/or beverages? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Will the business include live entertainment (e.g. live bands, karaoke)? | <input type="checkbox"/> | <input type="checkbox"/> |

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ENVIRONMENTAL FORM

PROJECT INFORMATION & EXISTING CONDITIONS

Describe the project, including any new construction, demolition, relocation, phasing, and/or plans for expansion:

List and describe any other related local, state, and federal agencies permits/approvals:

Describe the natural characteristics on-site and nearby, include information on topography, natural slope, vegetation, drainage, soil stability, habitat, and any cultural, historical, or scenic resources:

FOR NEW CONSTRUCTION, ADDITIONS, AND REMODELS

By-Product	Estimated Generation:	Delivery/Disposal System	
Water:	_____ gpd	<input type="checkbox"/> Well	<input type="checkbox"/> Public Services District
Sewage:	_____ gpd	<input type="checkbox"/> Septic System	<input type="checkbox"/> Public Services District
Storm Water:	_____ cu.ft		
Solid Waste:	_____ cu.yd/day	gpd = gallons per day, cu.ft = cubic feet, cu.yd = cubic yard	

Grading			
Excavation:	_____ cu.yd	Fill:	_____ cu.yd
Dirt Exported:	_____ cu.yd	Dirt Imported:	_____ cu.yd

Describe construction timeline, equipment, and impacts (odor, noise, roadway/sidewalk closures):

DOES THE PROJECT INVOLVE:	YES	NO
1. Change in existing environmental features (vegetation, lakes, streams, rivers, hills, or ground contours)	<input type="checkbox"/>	<input type="checkbox"/>
2. Change in scenic views or vistas from existing residential areas or public lands or roads.		
3. Change in pattern, scale or character of the general area of project.	<input type="checkbox"/>	<input type="checkbox"/>
4. Significant amounts of solid waste or litter.	<input type="checkbox"/>	<input type="checkbox"/>
5. Change in dust, ash, smoke, fumes or odors in the vicinity.	<input type="checkbox"/>	<input type="checkbox"/>

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Project #: _____ Applicant: _____

DOES THE PROJECT INVOLVE:	YES	NO
6. Change in stream or groundwater quality or quantity or alteration of existing drainage patterns.	<input type="checkbox"/>	<input type="checkbox"/>
7. Substantial change in existing noise or vibration levels in the vicinity.	<input type="checkbox"/>	<input type="checkbox"/>
8. Site on filled land or on slope of 10 percent or more.	<input type="checkbox"/>	<input type="checkbox"/>
9. Use or disposal of potentially hazardous materials, such as toxic substances, flammables or explosives.	<input type="checkbox"/>	<input type="checkbox"/>
10. Substantial change in demand for municipal services (police, fire, water, sewage, etc.).	<input type="checkbox"/>	<input type="checkbox"/>
11. Substantial increase in fossil fuel consumption (electricity, oil, natural gas, etc.).	<input type="checkbox"/>	<input type="checkbox"/>
12. Relationship to a larger project or series of project.	<input type="checkbox"/>	<input type="checkbox"/>
13. Creation of one acre or more of impervious surface area on the project site.	<input type="checkbox"/>	<input type="checkbox"/>

If you check "YES" to any of above, please explain how:

STAFF USE ONLY

Project #: _____

Applicant: _____