

# ZONING CLEARANCE

City of Elkhart

229 S. 2nd Street, Elkhart, IN 46516

(574)294-5471

**A ZONING CLEARANCE MUST BE ISSUED PRIOR TO THE ISSUANCE OF A BUILDING PERMIT**

**ZONING CLEARANCE #** 22-\_\_\_\_\_

**FEE: \$** \_\_\_\_\_

## **JOB & OWNER INFORMATION**

Property Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Phone: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

Contractor: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

\*Present Use of property: \_\_\_\_\_ \*Proposed Use of property: \_\_\_\_\_

\*Example: Single Family Residence, Duplex, 3-Unit, Commercial, Manufacturing, etc.

Type of Proposed Structure (check all that apply):

- New Residential Build     Residential Addition     New Commercial Build     Commercial Addition  
 Accessory Structure (circle one): shed, detached garage, deck, pergola, gazebo, handicap ramp, stairs/steps  
 Fence                       Sign                       Pool                       Driveway

New Structures:    Type: \_\_\_\_\_    Sq.Ft.: \_\_\_\_\_    Height to Peak: \_\_\_\_\_

Fence Installation:    Type: \_\_\_\_\_    Material: \_\_\_\_\_    Height: \_\_\_\_\_

Pool Installation:    Type: \_\_\_\_\_    Sq.Ft.: \_\_\_\_\_    Depth: \_\_\_\_\_

Sign Installation:    Type: \_\_\_\_\_    Sq.Ft.: \_\_\_\_\_    Height: \_\_\_\_\_

Description of Work: \_\_\_\_\_

Property Owner (or Representative) Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Note: (1) The property owner/contractor shall assume responsibility for construction over any public and private easement (2) Whenever major improvements are made to a building or structure or a new use, parking/loading facilities shall conform to the existing zoning ordinance.

Certificate of Occupancy requirements on back of form. Property Owner Signature Required.

## **OFFICE USE ONLY**

Zoning: \_\_\_\_\_    Required Zoning: \_\_\_\_\_    Map #: \_\_\_\_\_    Number of Units: \_\_\_\_\_

Proposed Setbacks:    Front \_\_\_\_\_    Rear \_\_\_\_\_    R Side \_\_\_\_\_    L Side \_\_\_\_\_

Required Setbacks:    Front \_\_\_\_\_    Rear \_\_\_\_\_    R Side \_\_\_\_\_    L Side \_\_\_\_\_

Additional Conditions (check those required):

- BZA Action               Plan Commission Action               Historic District               Wetlands  
 Floodplain               Corridor/Overlay District               Curb Cut Approval               Technical Review

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Comments: \_\_\_\_\_

## **CERTIFICATE OF OCCUPANCY REQUIREMENTS**

All new construction and substantial improvements to an existing property require a valid Certificate of Occupancy prior to occupancy of a building. The following inspections are required:

- + Structural Inspection
- + Electrical Inspection
- + Heating, Ventilation, and Air Conditioning Inspection
- + Plumbing Inspection
- + Zoning Inspection (paving & landscaping must be complete; address displayed)

The **signature of the Building Commissioner and Zoning Administrator** are also required for the final Certificate of Occupancy.

Final approval to occupy a building is **NOT GRANTED** until the Certificate of Occupancy is issued by the Building Department.

Occupancy of a building without a Certificate of Occupancy may result in the issuance of substantial daily fines.

It is the responsibility of the property owner or their representative to contact the Building Department to request a Certificate of Occupancy. The Building Department staff will contact the Planning & Zoning Department staff for a zoning inspection. It is the responsibility of the property owner or their representative to see that all the inspections listed above have been completed.

By applying for this Zoning Clearance, if the undersigned is not the property owner of record, the undersigned representative assumes the responsibility to inform the property owner(s) of these requirements.

A copy of this form is given to the undersigned representative, and one is retained in the records of the Office of Planning & Development.

I have read the above statement and understand the requirements for a Certificate of Occupancy. I further understand that it is my responsibility to inform the property owner(s) of these requirements.

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner Printed Name: \_\_\_\_\_

Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Representative Printed Name: \_\_\_\_\_

Relationship to Property Owner: \_\_\_\_\_