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	**APPLICATION SUBMITTAL**. Application submittal, at a minimum, shall include the items listed below. Incomplete submittals will not be accepted. 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.
☐ 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.
☐ COMPANION PAGE	Completed Zoning Clearance Companion Page.
☐ FILING FEE	Full payment of filing fee, based on latest adopted Fee Schedule.
☐ ENVIRONMENTAL FORM	Completed Environmental Form.
☐ SITE PLAN	Two (2) copies of a 11" x 17" site plan and 8.5" x 11" site plan (see Minimum Plan Requirements).
☐ FLOOR PLAN	Two (2) copy of floor plans (see Minimum Plan Requirements).
☐ 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	**SITE PLAN & DESIGN REVIEW.** The proposed use may be subject to Site Pan Design Review if the project involves: • 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 Applications may be processed concurrently or after the Zoning Clearance is issued (See Site Plan & Design Review Filing Requirement Checklist).

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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
- ☐ 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
- ☐ Other: _____

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?	☐	☐
2. Will the business be located within your residence?	☐	☐
3. Will the business require exterior changes or new construction (excludes interior tenant improvements)?	☐	☐
4. Will the business require new or modified signs?	☐	☐
5. Will any aspect of the business be conducted outside of the building (e.g. sales, storage, or seating)?	☐	☐
6. Will your business involve any sale of alcoholic beverages?	☐	☐
7. Will your business involve the storage or handling of hazardous materials?	☐	☐
8.Will your business involve the sale, preparation, or handling of food and/or beverages?	☐	☐
9. Will the business include live entertainment (e.g. live bands, karaoke)?	☐	☐

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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	☐ Well	☐ Public Services District
Sewage:	gpd	☐ Septic System	☐ 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)	☐	☐
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.	☐	☐
4. Significant amounts of solid waste or litter.	☐	☐
5. Change in dust, ash, smoke, fumes or odors in the vicinity.	☐	☐

STAFF USE ONLY

Project #: _____ Applicant: _____

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

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

STAFF USE ONLY

Project #: _____ Applicant: _____