



# ZONING CLEARANCE APPLICATION

## City of Valparaiso

Valparaiso Planning Department

166 Lincolnway • Valparaiso, IN 46383

219.462.1161 • FAX 219.464.4273 • [www.valpo.us](http://www.valpo.us)

PROPERTY IDENTIFICATION		TYPE OR PRINT IN INK
Property Address: _____ Subdivision: _____		
For commercial construction, please print business name: _____		
SECTION 1: APPLICANT INFORMATION		
Applicant Name: _____	Relationship to Project: _____	
Address: _____	Company: _____	
_____	Phone: _____	
_____	Email: _____	
SECTION 2: DEVELOPER/PROPERTY OWNER INFORMATION		
<i>DEVELOPER INFORMATION</i>		<i>PROPERTY OWNER INFORMATION</i>
Name: _____	Name: _____	
Address: _____	Address: _____	
_____	_____	
City, State, Zip: _____	City, State, Zip: _____	
Phone: _____	Phone: _____	
Email: _____	Email: _____	
SECTION 3: PROPERTY INFORMATION		
Zoning District: _____	Area of Parcel: _____	
Existing Use: _____	Open Space Ratio: _____	
Proposed Use: _____	Landscape Ratio: _____	
Building Square Footage: _____	Gross Density: _____	
Building Coverage %: _____	Net Density: _____	
<i>SETBACKS</i>		<i>DESCRIPTION OF PROJECT</i>
Front Yard: _____	_____	
Rear Yard: _____	_____	
N/S/E/W Side Yard: _____	_____	
N/S/E/W Side Yard: _____	_____	

**Section 4: Check List**

**PLEASE INCLUDE WHEN APPLICABLE:**

- |   |   |
|---|---|
| <input type="checkbox"/> Landscape Plan   | <input type="checkbox"/> Ratio/Density/Coverage Calculations      |
| <input type="checkbox"/> Landscaping (Divided into Tables such as On-Lot Landscaping, Parking Lot Landscaping etc.) | <input type="checkbox"/> Dumpster Enclosure Details               |
| <input type="checkbox"/> Landscaping Materials (Common Name, Latin Name, # of materials)                            | <input type="checkbox"/> Building Materials List                  |
| <input type="checkbox"/> Tree Survey  | <input type="checkbox"/> Fencing Details                          |
| <input type="checkbox"/> Colored Building Elevations  | <input type="checkbox"/> Bufferyard and Setbacks                  |
| <input type="checkbox"/> Detailed Site Plan   | <input type="checkbox"/> Parking Calculations                     |
| <input type="checkbox"/> Bicycle Parking (Demonstrated on Site Plan)  | <input type="checkbox"/> Parking Plan (Demonstrated on Site Plan) |
|   | <input type="checkbox"/> Photometric Plan                         |

**OFFICE USE ONLY:**

Permit # ZC \_\_\_\_\_ - \_\_\_\_\_

Payment Received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Check #: \_\_\_\_\_

Date Responded: \_\_\_\_/\_\_\_\_/\_\_\_\_

Receipt #: \_\_\_\_\_

Property designated as a single site historic district or within an established historic district shall obtain approval for all exterior development (building and site) from the Historic Preservation Commission prior to issuance of a Zoning Clearance. Zoning Clearance valid for one year from date of issuance. Application shall be submitted along with processing fee of \$100.00 payable of City of Valparaiso.

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APPLICANT SIGNATURE **X** \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT PRINT NAME: \_\_\_\_\_