

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 # _____

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: _____