



City of Arcata Community Development Department

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www.cityofarcata.org

ZONING CLEARANCE

OVERVIEW

A Zoning Clearance is a City determination that a proposed structure or land use is an allowed activity in the applicable zoning district and complies with the applicable development standards. A Zoning Clearance is required as a prerequisite to establishing a land use per Land Use Code Article 2 (Zoning District and Allowable Land Uses) or other provisions requiring Zoning Clearance. This clearance is required at the time of City review of any building, grading, or other construction permit, or other authorization required by this Land Use Code for the proposed use.

HOW TO APPLY

Zoning Clearance applications are available at the Community Development Department, or on the Department's website at www.cityofarcata.org. Staff can assist you with the materials needed for a complete application packet. Submit the completed application packet along with the application fee to the Department for processing.

THE PROCESS

Step 1: Application Filing & Initial Review

Once your application has been submitted and fees collected, Staff will perform an initial application review for completeness. Should your application be found incomplete, you or your designated agent will be contacted and advised what items must be submitted before processing can continue.

Step 2: Review and Decision

The Zoning Administrator will review the completed application to determine that the request complies with all Land Use Code provisions applicable to the proposed use. An approval will be in the form of a stamp, City staff signature, or other official notation on approved plans, a letter to the applicant, or other certification, at the discretion of the Zoning Administrator.

Step 3: Appeals

Zoning Administrator actions are appealable to the Planning Commission. Appeals to the Planning Commission must be filed with the Community Development Department within 10 calendar days of the actual date of the final decision. Appeals must be submitted in writing and be accompanied by the required fees.

Zoning Clearance Application Checklist

Visit the Community Development Department page at www.cityofarcata.org. Select the Land Use Code from the menu and then see § 9.72.100 for complete Zoning Clearance regulations.

Talk with Arcata Community Development Department Planning Staff to determine which of the following items must be submitted along with a completed and signed application form. **Incomplete or inaccurate information will cause a delay in permit processing.**

- Application form with signatures of all owners of the affected parcels.
- Application fee deposit as indicated on the application form.
- Site plan showing the existing and proposed structures and land uses.
- A written request identifying the specifics of the request.

Subject to changes or additions at any time. Applications may require additional information for continued processing.