

## **ZONING ADMINISTRATOR'S PERMITS**

### **THE APPLICATION PROCESS**

#### **WHAT IS A ZONING ADMINISTRATOR'S PERMIT?**

All land within the Madera City limits has been divided into various zoning districts. The Zoning Administrator's Permit Application process allows the City to review specific land use proposals within each zone, and to ensure that the proposal is consistent with the City's General Plan and Zoning Ordinance, and compatible with surrounding neighborhoods.

#### **WHEN IS A ZONING ADMINISTRATORS PERMIT REQUIRED?**

The Zoning Administrator serves in an advisory capacity to the Planning Commission and the City Council on Planning matters. Zoning Administrator duties shall include the following:

1. Applications for adjustments pursuant to provisions of Section 10-3.417 of the Municipal Code.
2. Land use approvals as specified by this section and the provisions of this Code pertaining to the various zoning districts.
3. Minor modifications of lawfully issued and effective Use Permits when no change in development conditions are necessary, i.e. adequate parking, loading zone and landscaping conditions exist.
4. Appeal from administrative acts of Planning Division personnel where it is alleged by the appellant that there is error in any order, requirement, permit, decision or determination made by an administrative official in the administration or enforcement of the Municipal Code, in which matters the Zoning Administrator shall have the Authority.
5. The Zoning Administrator may grant modifications to certain requirements specified in the Municipal Code if the Zoning Administrator's findings are as provided by the Code.

#### **HOW DO I APPLY?**

An Application with the proper processing fee must be filed with the Community Development Department. Along with a filing fee, the application may require a site plan, floor plan and/or architectural elevations. The requirements for plans will vary from project to project and will be specified by the Community Development staff. Preliminary review with Planning Division Staff is encouraged to establish specific requirements for each submittal.

#### **THE ZONING ADMINISTRATOR APPROVAL PROCESS**

Any Permit approved by the Zoning Administrator must meet specific conditions, or conditions of approval may be added to the Permit if deemed necessary to protect public health, safety or welfare, and to insure compatibility with the surrounding properties. All conditions of approval are binding upon the owner and his/her successors. In order to approve a Zoning Permit, the Zoning Administrator must decide if the Permit meets the following:

1. The proposed land use will remain consistent with the City of Madera General Plan and Zoning Ordinance.
2. The site is adequate in size, shape and topography to accommodate the proposed use.
3. The proposed use will not unduly affect the public's health, safety or welfare.

The Zoning Administrator's decision is final unless an appeal is filed within 10 calendar days of the action taken. An appeal to the Planning Commission decision would be filed with the City Clerk and a hearing would be held by the City Council.

Any permit issued by the Zoning Administrator will become null and void if not actively and continuously pursued within the time specified in the permit or within one (1) year if no time was specified therein.