



City of Pacific Grove
 Community Development Department
 300 Forest Avenue, Pacific Grove, CA 93950
 Tel: (831) 648-3183 | Fax: (831) 648-3184
 www.cityofpacificgrove.org/cdd

ZONING CLEARANCE FORM FOR BUSINESS LICENSE

SEC I: BUSINESS INFORMATION		
BUSINESS ADDRESS		PARCEL NO.
BUSINESS NAME		
BUSINESS TYPE	<input type="checkbox"/> New business	<input type="checkbox"/> Relocating Existing Business
BUSINESS LOCATION	<input type="checkbox"/> Home-Based <i>(section III completion required)</i>	<input type="checkbox"/> Commercial/Industrial
BUSINESS INVOLVES	<input type="checkbox"/> New signs/changes to existing signs	<input type="checkbox"/> Interior/exterior building changes
	<input type="checkbox"/> Sale of alcohol (beer/wine/distilled spirits)	<input type="checkbox"/> Provision of massage therapy
	<input type="checkbox"/> Food preparation and storage	<input type="checkbox"/> Outdoor/sidewalk dining
	<input type="checkbox"/> Storage/production/use of combustibles, toxic substances, corrosives, explosives, pressurized gases	<input type="checkbox"/> Storage/display of merchandise, tools, machinery, equipment, or materials outside of a building
BUSINESS DESCRIPTION		

SEC II: CONTACT INFORMATION		
APPLICANT INFORMATION <i>(required)</i>		
NAME:	PHONE:	EMAIL:
MAILING ADDRESS:		
PROPERTY OWNER INFORMATION <i>(leave blank if the same as above)</i>		
NAME:	PHONE:	EMAIL:

SEC III: HOME BUSINESS REQUIREMENTS <i>(initial each item below)</i>	
	(1) No employee other than members of the family inhabiting the on-site dwelling shall be permitted
	(2) No industrial or heavy commercial machinery shall be employed.
	(3) The business shall not generate pedestrian or vehicular traffic.
	(4) Commercial vehicles shall not be used for delivery of materials to or from the premises, and no trucks advertising the business shall be employed in the business, except that a contractor's name, telephone number and state license number may be indicated.
	(5) No more than one room in the dwelling shall be employed for the business.
	(6) In no manner shall the appearance of the structure or the operation of the business give any indication to the exterior by odor, construction materials, lighting, signs, sounds, noises or vibrations that the site is used for other than residential purposes.
	(7) The business shall not require the installation of utility service in excess of normal dwelling requirements or place a load on garbage, sewer or community facilities beyond normal dwelling requirements.
	(8) No goods shall be sold on the premises. Supplies necessary to the business, and finished products produced by the business, may be retained in the room used for the business.
	(9) No advertising of any nature shall be permitted, except that a name and telephone number, but no address, may be indicated in a telephone listing, business card or stationery.
	(10) All persons conducting such business shall obtain all required business licenses and permits.

SEC IV: APPLICANT DECLARATION		
I hereby declare under penalty of perjury that the information and statements on this application are true and correct.		
X		
APPLICANT SIGNATURE	PRINT NAME	DATE

OFFICE USE ONLY			
ZONING CLEARANCE #	ZC STATUS: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	ZONING DISTRICT	
REASON FOR DENIAL			
DATE STAMP BELOW	APPROVAL STAMP BELOW		