



**City of Willows**  
**Community Development Services Department**  
201 N Lassen Street  
Willows, CA 95988  
Phone: (530) 934-7041

## **ZONING CLEARANCE APPROVAL**

### **Purpose of a Zoning Clearance**

The purpose of a Zoning Clearance is to confirm that the zoning is appropriate for the intended use on the subject parcel. A Zoning Clearance is not a permit to occupy a building, nor is it a clearance that the property meets other standards for parking, lighting, noise, or outdoor storage. It DOES NOT certify conformance or non-conformance of existing uses or structures. Building Code and Fire Code issues that may be related to the proposed use or occupancy are not reviewed in this clearance.

Staff will determine upon complete application submittal as whether the proposed use(s) are allowed within the zoning district of the subject parcel(s) per the Willows Municipal Code. Any building or fire code issues will be separately addressed by those departments.

### **What is a Rebuild Letter?**

A Rebuild Letter states that an existing structure (conforming or non-conforming) may or may not be rebuilt in the event that the structure is partially or fully damaged or destroyed, should the WMC allow such.

**Zoning Clearance Application Fee: \$128.00**

Date Submitted: \_\_\_\_\_

File Number: \_\_\_\_\_

**APPLICATION FOR ZONING CLEARANCE APPROVAL LETTER**

1. Property Owner:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

2. Describe existing use(s) of property, including buildings and their sizes:

\_\_\_\_\_

3. Describe proposed use(s) of property:

\_\_\_\_\_

4. Address of Project site:

\_\_\_\_\_

5. Assessor's Parcel Number: \_\_\_\_\_ Zoning: \_\_\_\_\_

6. Additional information that may be helpful in evaluating this request:

\_\_\_\_\_

Please provide copies of the following:

- a. Copy(s) of deed(s) to the property this request pertains to
- b. Copy of County of Glenn Assessor's Building Record for property
- c. Photo(s) of property this request pertains to
- d. Dimensioned site plan showing existing or new buildings proposed

**Applicant/Owner Certifications, Agreements and Acknowledgements:**

- a) In the event the Property Owner is different from the Applicant, the Property Owner must sign to indicate their consent to the filing and agreement to be liable with the applicant for payment of the processing fees.
- b) Additional property owners and/or applicants (name, address, telephone number, and signature) shall be included on the application. In the case of a partnership, all general and limited partners shall be identified. In the case of a corporation, all shareholders owning 10% or more of the stock and all officers and directors shall be identified.
- c) As part of this application, the applicant agrees to defend, indemnify, and hold harmless the City of Willows its agents, officers, employees, boards, commissions and Council from any claim, action or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void or annul any approval of the application or related decision, or the adoption of any environmental documents or negative declaration which relates to the approval. This indemnification shall include, but is not limited to, all damages, costs, expenses, attorney fees or expert witness fees that may be awarded to the prevailing party arising out of or in connection with the approval of the application or related decision, whether or not there is concurrent, passive or active negligence on the part of the City, its agents, officers, council members, employees, boards, commissions and Council. If for any reason, any portion of this indemnification agreement is held to be void or unenforceable by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect.

- d) The City of Willows shall have the right to appear and defend its interests in any action through its City Attorney or outside counsel. The applicant shall not be required to reimburse the City for attorney's fees incurred by the City Attorney or the City's outside counsel if the City chooses to appear and defend itself in the litigation.

**I have read and agree with all of the above certifications, agreements, and acknowledgments.**

\_\_\_\_\_  
**Property Owner (Please Print)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Property Owner Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Applicant Signature (if different from Property Owner)**

\_\_\_\_\_  
**Date**

**Applicant printed name:** \_\_\_\_\_

**Note: Please indicate to whom and what address the Zoning Clearance Letter is to be addressed to.**

\_\_\_\_\_

**STAFF USE ONLY**

PLANNER: \_\_\_\_\_ DATE: \_\_\_\_\_

Related Files: \_\_\_\_\_ Fee Paid: \_\_\_\_\_

REFERRED TO (*CHECK ALL THAT APPLY*)

Fire Dept. \_\_\_\_\_ Building Dept. \_\_\_\_\_ Public Works/Engineering: \_\_\_\_\_ Other \_\_\_\_\_