

WHAT IS A ZONING PERMIT?

Certain uses of land or types of businesses specified in the Madera County Zoning Ordinance require a zoning permit. Approval of a zoning permit requires the submittal of an application form, site plan, and payment of filing fees. (Forms and fee chart are available online)

WHAT ARE THE SUBMITTAL REQUIREMENTS FOR A ZONING PERMIT?

Applications can be mailed or obtained directly from the Planning Department. Submittal requirements include the application, payment of filing fees, property owner's signature, and a scaled site plan.

WHAT IS THE PROCESS A ZONING PERMIT GOES THROUGH?

Completed applications are set for a Zoning Administrator Hearing. Property owners within three hundred (300) feet of the site of the requested zoning permit are notified of the hearing by mail. Each case is advertised in a locally circulated newspaper. Zoning Administrator hearings are conducted by the Zoning Administrator and are held every Monday (excluding holidays) at 9:00 a.m. in the Planning Department conference room.

Applicants are encouraged to attend the Zoning Administrator hearings.

HOW LONG DOES IT TAKE TO PROCESS A ZONING PERMIT?

A typical request requires approximately six (6) weeks to process from the time the application is accepted.

WHAT HAPPENS AFTER THE ZONING PERMIT IS APPROVED?

Any decision rendered at the hearing is subject to appeal by any interested party. The appeal period is fifteen (15) calendar days, after the date of hearing. If no appeal is submitted, the Zoning Permit will become effective at the end of the appeal period. If an appeal is submitted, it will be scheduled for hearing before the Planning Commission, and further action is suspended until the appeal is resolved. Building permits cannot be issued until the end of the appeal period.

Zoning Permit approvals usually are subject to conditions. Such conditions must often be complied with prior to the issuance of building permits or otherwise satisfied by the time of the final inspection. If no building permits are required, the conditions need to be satisfied prior to establishment of any use implemented as a result of the Zoning Permit.

Staff members are available to answer any questions that you may have regarding the Zoning Permit process. If further assistance is necessary, feel free to telephone (559) 675-7821 and ask for "Zoning Permit information."