

## Guide to Starting a Commercial or Industrial Business Zone Clearance Application (ZNCL)

### How Zone Clearance Applications Are Used

Zone Clearance Applications are issued by the Oxnard Planning Division. A planner evaluates the proposed business site for planning and zoning conformity. A planner further evaluates the site to determine if there are any environmental, quality of life, aesthetic or other impacts.

A planner will then disclose any limitations or restrictions.

This application process also evaluates the proposed business site for building information to determine if there will be a building review by the Building & Engineering Division.

Depending on the type of business and the condition of the site, additional permits may be required.

### Who needs a Zone Clearance Application?

If your business will be operating and addressed in the City of Oxnard and will be in a commercial or industrial location then you will need to apply for a Zone Clearance Application.

### Notes

**Incomplete applications may not be accepted. Please have the following information available at the time of application:**

- Type of business you will be operating.
- The zone for the proposed business.
- Building address and unit/space number.
- The previous use of the building.
- Square footage of space.

### **For Zoning related information:**

#### **For additional planning or zoning information:**

**Oxnard Planning Division**  
(805) 385-7858

#### **For Building related questions, contact:**

**Building & Engineering**  
(805) 385-7925

#### **For Business Licensing information:**

**Licensing Services**  
(805) 385-7817