



City of Gilroy
COMMUNITY DEVELOPMENT DEPARTMENT
Planning Division
7351 Rosanna Street, Gilroy CA 95020
(408) 846-0451 (408) 846-0429 (fax)
www.cityofgilroy.org

CONDITIONAL USE PERMIT FILING REQUIREMENTS

1. **Uniform Application – one copy**
2. **Plans – 6 sets***
 - A. **Site Plan** shall include the following items:
(if Historic Site or Neighborhood, add 10 for Planning Commission, plus 5 for Heritage Committee)
 1. **Title Block** indicating:
 - a. The project title
 - b. The address, parcel number, and location of the project
 - c. Name, address and telephone number of the applicant
 - d. Name, address and telephone number of the owner
 - e. Name, address and telephone number of the person preparing the plans
 2. **Plan Legend** indicating:
 - a. Net size of the subject parcel (in square feet or acres)
 - b. Gross floor area for all buildings
 - c. Number of required off-street parking stalls (indicating the method of calculating the required parking) and number of off-street parking stalls proposed
 3. **Site Plan** drawn at 1" = 20' or larger, indicating both existing and proposed features as follows
 - a. Fully dimensioned parcel boundaries, setback lines, street and/or alley right-of-ways, and street names
 - b. All existing structures, fences, walks, driveways and parking spaces
 - c. The proposed use, occupancy group, and type of construction of all buildings
 - d. A written notation indicating the uses and building locations on all adjacent parcels. Show adjacent uses and building/structures within 20 feet of the property lines on all sides.
 - e. A north arrow
 4. **Location Map** – may be on the same sheet as the site plan and shall indicate the location of the project site in relation to streets within at least a four (4) block area
 - B. **Floor plans** shall be provided for all buildings to be occupied
3. **Written statement** describing the Conditional Use Permit request
4. **Preliminary Environmental Questionnaire**
5. **Noticing Information** for any project requiring a Public Hearing shall include the following information, provided by a **Title Company**:
 1. Mailing List: all properties within a 500' radius of the project site
 2. Map showing subject property and other properties noticed
 3. Mailing Labels: the labels should be Avery 5160 or equivalent in size
6. **Filing Fees** (see Planning Application Fees)
7. **Indemnification Agreement for Development Applications**

*Prior to agendizing the project, additional plan sets will be required for the Planning Commission meeting.

If you would like to have a preliminary discussion about your proposal prior to your application submittal, you may schedule a meeting with the Development Review Group by contacting (408)846-0451.

MAPS AND PLANS MUST BE PUT INTO COLLATED INDIVIDUAL SETS, STAPLED AND INDIVIDUALLY FOLDED TO A SIZE NOT TO EXCEED 8 1/2" X 14" IN ORDER TO FIT INTO FILE FOLDERS