



City of Gilroy

COMMUNITY DEVELOPMENT DEPARTMENT/PLANNING DIVISION

7351 Rosanna Street, Gilroy CA 95020

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www.cityofgilroy.org/planning

DOWNTOWN USE PERMIT (MICRO-BREWERIES & WINE-TASTING)		Number of Copies
<i>REQUIRED SUBMITTAL ITEMS:</i>		
√	Uniform Application & Indemnification Agreement	1
√	Floor Plan(s)	2
√	Statement of Operations	2
√	Planning Application Submittal Fee (\$1,500 Payable to City of Gilroy)	1
<i>SUBMITTAL ITEMS – REQUIRED AS APPLICABLE (as noted by Planner):</i>		
	Additional Information – as requested by staff	As directed

The Downtown Use Permit is an administrative permit that can be considered for micro-breweries and wine tasting establishments that meet the criteria established in Gilroy City Code Section 30.50.35. Of particular note:

- Compliance with all other regulatory requirements (i.e. local, State, Federal) shall be obtained separately.
- At least 15% of the tenant's space shall be dedicated towards publicly accessible drinking establishment uses, unless an alternative floor plan is specifically approved by the Community Development Director or designee.
- For micro-breweries, only craft beer brewed onsite can be sold at the premises.
- For wine tasting establishments, sales shall be limited to wine with at least 50% of the wine menu must be dedicated to local wines defined as wines from the "Wineries of Santa Clara Valley".
- All odors from onsite processes shall be controlled such that there is no adverse impact on nearby uses.
- The subject site and all public areas adjacent (including front, rear and sides) must be maintained free and clear of litter and debris. Cleaning of the public right-of-way adjacent to the subject property shall occur before 8:00 am following each day the use is in operation.

APPLICATIONS ARE ACCEPTED BY APPOINTMENT ONLY (call 408-846-0451)

APPLICANT CERTIFICATION

I, _____ (print), applicant (or representative of the applicant) for this planning permit, do hereby state that I have submitted the materials listed above, and that these materials have been completed following the instructions provided by Planning Division in the submittal requirements form for this permit. If, at my request, this application is significantly amended, including but not limited to number of units, stories, height, setbacks, site circulation, site plan layout, or the need for additional discretionary permits, I understand this will require submission of a new application, including fees and checklist items. I understand that my application may be rejected (within 30 days of submittal or resubmittal) due to missing or incomplete information as required. I also understand that additional fees and subsequent information may be required during the course of processing this request.

Date

Signature

DOWNTOWN USE PERMIT SUBMITTAL ITEMS:

Floor Plan(s) should include dimensions for the building and all rooms within the lease space. Any use of outdoor areas should also be included. Be sure to clearly identify the total interior floor area (in square feet) and the various uses (e.g. restrooms, storage, warehouse, processing, dining, etc). If there are any outdoor use areas, please include as well. For restaurants, be sure to include proposed seating or table layout in dining areas. The plans should be accurately scaled and sheets should be folded to be no larger than 8.5" x 14".

Statement of Operations should be a comprehensive statement of the proposed business, including all aspects of the operation:

- Please include description of all operations at this location (e.g. manufacturing, processing, warehousing, off-site sales/distribution, restaurant use, tasting room, entertainment, dancing, etc.)
- Describe proposed hours of operation, number of employees, employees per shift, anticipated number of truck deliveries, and other pertinent information.
- If onsite security is proposed onsite, please include the company you will contract with, or describe as an operational component. Be sure to include the number of security guards and work shifts.
- For restaurants with outdoor dining areas, please include details to clarify how alcohol service will be contained within the dedicated outdoor areas, as applicable.
- For manufacturing or processing operations, please fully describe such processes and include any hazardous materials to be located onsite.