



# Community Development Department

Kristi A. Abrams  
DIRECTOR

7351 Rosanna Street, Gilroy, California 95020-6197  
Telephone: (408) 846-0451 Fax: (408) 846-0429  
<http://www.cityofgilroy.org>

CONDITIONAL USE PERMIT	Number of Copies
<i>REQUIRED SUBMITTAL ITEMS:</i>	
Uniform Application & Indemnification Agreement	1
Preliminary Environmental Questionnaire	1
Title Report (dated within 6 months of application submittal)	1
Architectural Site Plan*	8
Floor Plan(s)*	8
Habitat Plan Coverage Screening Form	1
Materials Sample Board	1
Sign Plan and/or Program	1
Public Hearing Packet	1 set
Current photos	1 set
Electronic Files	1 set
Planning Application Fees	1
<i>SUBMITTAL ITEMS – REQUIRED AS APPLICABLE (as noted by Planner):</i>	
Prior DRG Submittals – if any, including Pre-Applications	1 set
Color & Materials Sample Board – if any exterior changes are proposed	1
Sign Plan and/or Program – if free-standing or ground signs proposed	2
Additional Information – as requested by staff	As directed

\* See Guidelines for Plan Preparation under Application Submittal Notes (next page). Please be aware that additional sets may be needed after completeness review and/or in advance of public hearings.

**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 \_\_\_\_\_

## APPLICATION SUBMITTAL NOTES

**Your success is our success!** The submittal checklist is an essential document towards successful processing of your development request. We want to help you achieve the best project possible, while fulfilling the community's goals and expectations of policies contained in the Gilroy General Plan and other important documents. We understand that processing your application with minimal delay is important, and we will do everything we can to provide an expeditious process for your request.

**Why all the details?** Each submittal item is important to clearly, completely, and accurately illustrate and describe your project for city staff, the community, and decision-makers. These details are necessary to demonstrate how your project meets various development standards and regulatory requirements. Unnecessary delays (later in the process) can be avoided with this clear understanding of your request at the beginning. A more detailed application submittal will result in better comprehension of your proposal.

**Only complete application packages, please.** In order to efficiently review your application, planning staff cannot accept incomplete submittal packages, poor quality graphics, or hold partial submittal packages. Detailed information in this packet is provided for your convenience. In addition, staff is available to assist with clarifications on the required submittal items or permit process.

**Who can prepare the plans?** The plans must be prepared by a professional designer, such as an architect, landscape architect, civil engineer, or a drafting service, unless the applicant can demonstrate an appropriate level of graphic ability. In most cases, plans to be submitted for building and/or engineering permits (after the Planning permit process) must be prepared by specific licensed professionals, and having these professionals prepare plans for the planning permit may save time later.

### **Guidelines for Plan Preparation:**

- Plans must be clear, legible and accurately scaled.
- Plans must be prepared on uniform sheets, maximum size of 24" x 36", and face the same direction (preferably with north to the top or left of the page).
- All plan sets (i.e., site, elevations, engineering, landscaping, etc.) must be internally consistent with regard to layout, setbacks, dimensions, etc.
- Each plan set (i.e., submittal checklist items identified with \*) must be folded as a complete set to no larger than 8.5" x 14" with the title block visible, and stapled along the left margin.
- Revisions on plan resubmittals must be denoted with clouds or bubbles for easy reference.

***Refer to the Application Submittal Details document for clarification on the City's submittal expectations for each checklist item.***

# **CUP APPLICATION SUBMITTAL DETAILS**

---

## **UNIFORM APPLICATION & INDEMNIFICATION AGREEMENT**

- If multiple permit applications are submitted for concurrent processing, please check all applicable application types on the form.
- Print legibly to ensure all information is accurate and clear. Original signatures are required.
- The Indemnification Agreement form is included with the Uniform Application, and available on the Planning Division webpage (<http://www.cityofgilroy.org/DocumentCenter/Home/View/5520>).
- All sections must be completed. Attach additional pages, if needed.
- If the property is in escrow, the current owner must sign the application form and provide a separate letter authorizing the pending owner to submit the application.

## **PRELIMINARY ENVIRONMENTAL QUESTIONNAIRE**

- The Preliminary Environmental Questionnaire, available on the Planning Division webpage (<http://www.cityofgilroy.org/DocumentCenter/Home/View/1311>) must be filled in with as much detail as possible.
- Attach additional pages, if necessary, to fully describe the project site information and any proposed processes, activities, and uses onsite.

## **TITLE REPORT**

- A Title Report (or Preliminary Title Report) is required to confirm property ownership and easements, and must include all subject properties proposed for development.
- As deemed appropriate by the Community Development Director or designee, a Grant Deed may suffice where new development is not proposed. (e.g. conditional use permit for use request only – no new development or major construction proposed).
- This document may not be more than 6 months old at time of application submittal. If the property configuration or ownership changes, an updated title report may be required.

## **ARCHITECTURAL SITE PLAN**

All pertinent site information, existing and proposed should be provided, including:

- Scale should not exceed 1" = 40'.
- Project location or vicinity map, showing nearby and adjacent major streets and landmarks.
- Title block including:
  - Name of project (if any) or applicant name.
  - Project address, or assessor parcel number (APN).
  - Name, address and phone number of the applicant, architect and/or engineer.
  - Revision number and date for subsequent submittals.
- Data table listing the following information for the proposed development:
  - Gross and net size of subject parcel (in square feet or acres).
  - Gross square footage of each building (existing, proposed, and to be demolished), together with the total building area at project completion.
  - Number of parking spaces required and proposed for each land use type onsite. Be sure to indicate the method used for calculating parking.

- Lot coverage for each of the following (in square feet and percent of net parcel):
  - Building
  - Parking
  - Landscaping
  - Hardscape
- Property boundaries and dimensions (i.e., length of property lines).
- Location, dimensions and purpose of all easements (existing and proposed).
- Placement and size of natural features (e.g., trees, water/drainage courses, etc.).
- Location and identification of adjacent land uses, including buildings, structures, driveways, vehicular access areas, walls, fences, and other improvements within 50 feet of the subject property boundaries.
- Location and setback dimensions for all existing and proposed structural improvements, measured to the face of curb, all property lines, and between buildings onsite. Be sure to include accessory buildings, walls, fences, gates, trash/recycling enclosures, etc.
- Location and dimensions of existing and proposed streets, alleys, and frontage improvements (e.g., curb cuts, gutter, sidewalk). Include cross-section details.
- Location, dimensions and type of paving material of driveways, driveway throats, drive aisles, walkways, and all hardscape areas (e.g. asphalt, scored concrete, enhanced paving, etc).
- Location of all proposed vehicle (standard, motorcycle and handicap) parking spaces and parking area landscape planters. Include details of parking space size and striping plan.
- Location, dimensions and design details of trash/recycling enclosures.
- Location, capacity and design detail of bicycle racks or lockers, if proposed.
- Location and dimensions of commercial/industrial loading area(s) and loading area striping.
- Location of aboveground utility vaults, transformers, freestanding mailboxes, gas meters, backflow preventers and other similar utility facilities.
- Location and size of utility connections.
- Location of any existing or proposed transit/bus stops within 50 feet of the project boundaries and across the street from the site. Show all existing/proposed transit stop amenities and details (i.e., shelter, bench, bike racks, trash, and lighting).
- If proposed, location and identification of onsite amenities, including site accessories and furnishings to be included in any outdoor private or common areas. Include outdoor seating areas, fountains, bike parking facilities, trash and recycling containers, and other similar street furniture.
- If proposed, location, size, and type (e.g., tenant identification, directional, project identification) of existing and proposed directional, freestanding and monument signs.

## **FLOOR PLAN(S)**

- Scale should not be less than  $\frac{1}{4}'' = 1'$ , unless otherwise authorized.
- On each sheet, title block including:
  - Name of project (if any) or applicant name.
  - Project address, or assessor parcel number (APN).
  - Name, address and phone number of the architect and/or designer.
  - Revision number and date for subsequent submittals.

- Existing and proposed building dimensions.
- Existing and proposed use, dimensions and square footage of each existing and proposed room, including offices, restrooms, mechanical rooms, hallways, etc.
- For uses proposing fixed seating, include seating layout.
- Provide fixture and shelving layout for stores and other uses with such items. If applicable, clarify location of alcohol storage, coolers, and shelving.
- If proposed, identify location and dimensions for dance floor or entertainment area(s).
- For covered or enclosed garage/parking or loading areas, include interior dimensions and, if different, unrestricted clearance areas (excluding support structures, posts, steps, door swings, cabinets, etc.).
- Location and dimension of doors and windows.

## HABITAT PLAN COVERAGE SCREENING FORM

The City of Gilroy is a co-permittee of the Santa Clara Valley Habitat Plan. In addition to protecting, enhancing, and restoring natural resources in Santa Clara County, the Habitat Plan provides a streamlined permitting process for development, infrastructure, and maintenance activities. To determine if a project is covered under the Habitat Plan, the applicant must complete the [Coverage Screening Form](http://scv-habitatagency.org/250/Private-Applicant) from the Santa Clara Valley Habitat Agency webpage at <http://scv-habitatagency.org/250/Private-Applicant>.

- It is important to complete all sections of the form. This must be signed by both the property owner and applicant.
- Do not leave any sections blank. For example, indicate "N/A" if not applicable.
- Be sure to return all pages of the form with your application submittal to the City of Gilroy.

## PUBLIC HEARING PACKET

Projects considered by the Planning Commission or City Council require public hearing notice to property owners of all properties located within 500 feet of the project boundaries. The following items comprise the required components of the Public Hearing Packet:

**Property Owners List:** The property owners' list address information must be prepared by or under the direction of a Title Company. This compilation must be based on information from the latest County of Santa Clara Assessor's roll, and must be current (within 6 months) of the public hearing date.

**Property Owners Map:** Assessor Parcel Maps from Santa Clara County must be provided to verify each parcel of land located within a 500-foot radius from the perimeter of the subject site.

**Property Owners Labels:** At minimum, two (2) sets of mailing labels and one (1) copy must be provided for staff use. The mailing labels must be provided on 1" x 2¾" labels on 3-column, 8½" x 11" sheets (30 to 33 labels per sheet) of mailing labels, such as Avery 5160 or 5960 (available at office supply stores). Other label formats are not acceptable. Clip each set of labels separately.

The labels must correspond to the Property Owners List, and include any other individuals the applicant wishes to receive notices of public hearings. Be sure to include several blank labels on each set for staff use. Information on the labels must be in all uppercase (capital) letters and in the format below:

ASSESSORS PARCEL NO. OWNERS' FULL NAME(S) ADDRESS STREET #APT CITY STATE ZIP
---

Sample label (1" x 2¾")

**Public Notice Affidavit:** The affidavit form, available on the Planning Division webpage (<http://www.cityofgilroy.org/DocumentCenter/Home/View/5897>) must be signed by the applicant, applicant's agent, or other individual preparing the required Property Owners Map, List & Labels, to verify the accuracy of such information.

**Publication Notices:** For those projects involving multiple planning applications, concurrent processing and public noticing is pursued whenever possible. The fee for each scheduled public hearing is established by the City Council, and must be collected prior to advertising for the public hearing can occur.

## CURRENT PHOTOS

- Include photos of the existing site, including all sides of buildings and trees, if any. Best views are typically from nearby or adjoining streets and properties.
- Include photos of the properties immediately surrounding land area and development (adjacent to and within 100 feet along the same street), particularly surrounding architecture and scale.
- Label should include a date the photos were taken.

## ELECTRONIC FILES

- All submittal items must be provided in electronic format: At minimum, full size and reduced PDFs and a JPEG (8½ x 11) of each plan sheet provided as a separate file, at least 200 dpi.
- Provide a CD or flash drive labeled with the project name or applicant's name, project address or APN, and date of submittal.
- In addition to the above identification, resubmittals will also need to include the project number(s). Each plan should also include revision numbers for each subsequent submittal.

## PLANNING APPLICATION FEES

Required fees, in accordance with the current Fee Schedule, available on the Planning Division webpage (<http://www.cityofgilroy.org/DocumentCenter/Home/View/1310>), are due in full at the time of application submittal.

- Fees collected for the planning application are intended to cover the cost of processing the requested planning entitlement(s) only.
- Additional fees including, but not limited to, administration fees, environmental fees, County filing fees, and traffic or legal service deposits may be assessed and collected by your project planner at a later date.

- The city accepts credit payments up to \$10,000. If paying by check, please make payable to "City of Gilroy".

**ABANDONED PROJECT**

Please be aware that, in accordance with Gilroy City Code Section 30.51.10(e), submitted applications that are not determined to be complete for processing within 90 days after submittal are automatically deemed "abandoned", and in such cases, no further action will be taken on the project, and no fees will be refunded.

**COLOR & MATERIALS SAMPLE BOARD**

This is a compilation of proposed color samples, cut sheets and/or catalog cuts to demonstrate the proposed exterior materials and finish. Mounting on extra-thick cardstock (or cardboard thickness) is recommended, not to exceed 8½" x 14" x ¼", including materials samples. It must include:

- Color samples, brochure excerpts or photos (with manufacturer's colors and specification details) must be provided for all proposed exterior materials, as applicable:
  - Paint, stucco
  - Roofing material
  - Siding and trim materials
  - Window framing
  - Windows, glass block and other glazing
  - Metal, masonry and other exterior materials
  - Decorative exterior building lighting; post-mounted light fixtures
  - Other architectural features
- Color and product specifications (example: manufacturer and color name and/or number of wood stain; manufacturer name, color and type of roof tile).
- Texture sample for materials such as stucco or plaster.
- Key each material's location on the exterior of building elevation plans.

**SIGN PLAN AND/OR PROGRAM**

Placement and design of all ground-mounted signs are subject to design review, per Gilroy City Code Section 30.37.20.

- If any ground-mounted signs are proposed, please show the location of such signs on the Architectural Site Plan, and include the sign details, such as dimensions, materials, and lighting.
- For commercial or industrial developments encompassing at least 20,000 square feet of floor area, 5 acres of land, and at least 4 different users, a sign program may be requested to allow for voluntary diversification of advertising signs, in accordance with Gilroy City Code Section 30.37.60. When proposing a sign program, be sure to consider the ease of implementation of the program.

**ADDITIONAL INFORMATION**

While the submittal checklist is provided to assist with minimal expectations of such applications, please be aware that staff may request additional information to fully analyze a proposed development. Such authority (Section 65944 of the State Government Code) is applied on a case-by-case basis, as necessarily determined by the Community Development Director or designee.