



File # _____

Encompass # _____

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

Downtown Special Use Permit Application

1. Property Owner Information

Name: _____ Phone: _____

Address: _____ E-mail: _____

Signature: _____ Date: _____

2. Primary Business Information (which will be considered the applicant/permittee)

Name of Business: _____ Phone: _____

Address of Business: _____ Phone: _____

General Manager Name: _____ E-mail: _____

General Managers Phone Number where he/she can be reached at all times: _____

I hereby certify that the information in the application package submitted is complete to the best of my knowledge:

Signature: _____ Date: _____

3. Venue location (if different from Primary Business Information)

Name of Business: _____ Phone: _____

Address of Business: _____ Phone: _____

General Manager Name: _____ E-mail: _____

Signature: _____ Date: _____

4. Secondary Business/Promoter (if applicant is not Property or Primary Business Owner)

Name of Business: _____ Phone: _____

Address of Business: _____ Phone: _____

Applicant Name: _____ E-mail: _____

Signature: _____ Date: _____

5. Property Information

Zoning designation: _____ Assessor's Parcel Number: _____

Present Use of Property: _____

6. Proposed Use Information: Please provide the following additional information regarding the proposed use:

Operational plan indicating such information as the proposed days and hours, if food service is to be provided, anticipated attendance, and other information as may be reasonably required in review of the application

Detailed description outlining the proposed use: _____

7. Filing fee (see Planning Application Fee Schedule)

8. Submittal Requirements

1. Site plan of a suitable scale and clarity to include (see attached sample)
2. Location and dimensions of existing buildings and improvements
3. Layout of the proposed use including: floor plan identifying all rooms, all entrances and exits, the performance area, and the dance floor area, and seating arrangements
4. Security, lighting, parking plans

PLEASE NOTE

If this application is approved, a City of Gilroy Business license is required for both the business location and the promoter

PLANNING DIVISION USE ONLY

Date Filed: _____ Fees: _____ By: _____

Notes/Comments _____

Downtown Special Use Permit Site Plan Example



