

# USE PERMIT

## Submittal Requirements



The City of Calistoga Municipal Code (CMC) contains several zoning districts (i.e., residential, commercial, industrial, and public) that identify uses that may be permitted, not permitted, or conditionally permitted within each district. A Use Permit is a discretionary zoning decision required to establish a “conditionally permitted” land use after review by the City. This review shall be for the purpose of determining that each proposed use is, and will continue to be, compatible with surrounding existing and planned uses. It is also for the purpose of establishing special conditions as may be necessary to ensure the harmonious integration and compatibility of uses in the neighborhood and with surrounding areas (CMC § 17.40.010).



### APPLICATION SUBMITTAL AND REVIEW (CMC § 17.40.020)

- Within 30 days of receipt of application for a use permit, the City shall notify the applicant in writing as to whether such application is complete.
- If the application is determined to be incomplete, the City shall inform the applicant of additional information required or the procedure by which such application can be made complete.
- Upon receipt of additional materials, a new 30-day period shall begin during which the City shall determine the completeness.
- Only an application for a use permit which has been determined to be complete shall be processed pursuant to the requirements of this title.
- The filing of the application for a use permit shall not preclude the securing of additional information from the developer necessary for the proper consideration of a use permit nor does it insure that the use permit request complies with the law and with the requirements of this title.
- If other approvals are required by this title, an application for a use permit may be filed and processed concurrently with the related entitlement request(s), and shall be acted upon simultaneously by the decision-making authority.



### SUBMITTAL CHECKLIST

Submit items listed below with the **General Planning Application Form**  
- those marked with an asterisk are project-specific

- ☐ 1. FEE / INITIAL DEPOSIT
- ☐ 2. PROJECT NARRATIVE DOCUMENT
- ☐ 3. SITE PHOTOGRAPHY
- ☐ 4. PRELIMINARY TITLE REPORT
- ☐ 5. REQUIRED FINDINGS DOCUMENT
- ☐ 6. COMPLETE PLAN SET



**PLEASE REVIEW THE FOLLOWING PAGES OF THIS DOCUMENT  
FOR THE SUBMITTAL CHECKLIST REQUIREMENTS & GUIDANCE**



### REVIEW PROCEDURES

- **PLANNING DIRECTOR**
  - The Planning Director is responsible for handling applications for administrative and temporary use permits.
  - **Property Owners Notification:** Property owners within 300 feet of the property in question will be notified at least 10 days before the Department takes action.
  - **Referral to Commission:** The Planning Director can refer the application to the Commission for a decision.
- **PLANNING COMMISSION**
  - The Planning Commission will decide on use permit applications after a public hearing.
- **USE PERMIT DECISION**
  - The decision on a use permit can include approval in its original or modified form, with any necessary terms and conditions as required by CMC 17.40.040.
  - If no terms or conditions are specified, the permit is considered unconditional and valid indefinitely.



## 1 FEE / INITIAL DEPOSIT

The City of Calistoga requires the payment of all costs associated with the processing of development applications, including but not limited to, costs set forth in the Planning and Building Department fee schedule; cross-department staff support costs; all legal fees incurred by City in processing application, including contract City Attorney fees, environmental/landscape/biological/archaeological consultant charges, and any other similar charges incurred in connection with processing the application.

- Payment of application fees/deposits is required for your application to be deemed "received" under the California Permit Streamlining Act (Government Code § 65943 et seq.).
- Processing of applications may be halted until all fees and deposits are current.

### FEE SCHEDULE:

Refer to the Planning Division Fee Schedule for details on fees for various types of applications and hourly billing rates.

- "Fee" refers to the base fee for the planning permit or service.
- "Security Deposit" covers the typical cost of reviewing the project. If the actual cost is higher, an invoice for the difference will be issued.
- "Staff Hourly Rate" is the hourly personnel charge to perform the service requested, with a minimum charge of one-half hour, calculated in 30 minute increments, unless otherwise stated.

### PAYMENTS:

- Credit Card - payments entail a processing fee of 3.00%
- Check - payable to the "City of Calistoga" and must include the application number of project street address on the check

## 2 PROJECT NARRATIVE

Provide a detailed description of the project's current and proposed use, including various aspects such as square footage, activities, and operational details.

- **Current & Proposed Use:** Describe how the property is currently used and how it is proposed to be used. Include square footages for all proposed uses such as areas designated for retail, office, warehouse, residential, open space, parking, landscaping, etc. Provide the details of all the proposed uses and activities that will occur outside the building(s).
- **Construction:** Specify any demolition or construction activities, including square footage with a proposed schedule. Also, provide information on all types of noise to be generated during construction.
- **Operation:** Include details such as hours and days of operation, number of people onsite (employees, visitors, customers), times of shifts and/or visiting hours, parking arrangement(s), on-site activities, products and services offered, type of equipment or processes used (specify if it will be noise-generating), use of hazardous materials, number of company vehicles, sale of alcoholic beverages, and any other relevant information.
- **Environment:** Estimate water consumption, discharge, and any unusual water discharges for commercial and industrial projects. Describe any energy-conserving techniques employed in the operation or design.
- **Signage:** Describe all existing signs on the property or building, any proposed changes to the existing signs, and any proposed new signs. Design Review approval may be required for new signage, which necessitates a separate application.

## 3 SITE PHOTOGRAPHY

Six (6) to ten (10) digital color photographs of the proposed project area with a photo-key map. Include photos from public right-of-way views. Show areas of the proposed project, along with the front, side and rear yard setbacks. Provide the ground-level perspective, and optional aerial views.

## 4 PRELIMINARY TITLE REPORT

The preliminary title report must reflect the current status of the property, include all recorded easements, and provide proof of ownership. The report must be dated within six months from date of the application and prepared by a title company registered with the California Department of Insurance.

## 5 REQUIRED FINDINGS

When applying for a Use Permit in the City of Calistoga, it is essential to prepare a Required Findings document. This document is a formal explanation of the reasons for and details of your project. It must support specific findings as outlined in the Calistoga Municipal Code (CMC § 17.40.030, Section D). This guide will help you understand how to prepare this document effectively.

### GENERAL DESCRIPTION OF REQUIRED FINDINGS:

In the field of city planning, Required Findings are specific criteria that a project must meet to be approved. These findings ensure that the proposed use is consistent with the city's long-term plans, complies with local regulations, does not negatively impact surrounding properties, and contributes positively to the community. The decision-making body must make these findings to approve a Use Permit.

#### 1. Is in accord with the General Plan and any applicable planned development.

##### UNDERSTAND THE GENERAL PLAN AND APPLICABLE PLANNED DEVELOPMENT

Ensure that your proposed use aligns with the General Plan and any applicable planned development. The General Plan is a long-term blueprint for the city's growth and development. Review relevant sections to confirm that your project is in accordance with these plans.

#### 2. Is in accord with all applicable provisions of this title.

##### COMPLIANCE WITH APPLICABLE PROVISIONS

Verify that your project complies with all applicable provisions of the Calistoga Municipal Code. This includes zoning regulations, land use policies, and other relevant ordinances. Detail how your project meets these requirements.

#### 3. Will not substantially impair or interfere with the development, use or enjoyment of other property in the vicinity.

##### IMPACT ON SURROUNDING PROPERTIES

Assess the potential impact of your project on neighboring properties. Your project should not substantially impair or interfere with the development, use, or enjoyment of other properties in the vicinity. Provide explanations and evidence to support this finding.

#### 4. Is consistent with and enhances Calistoga's history of independently owned businesses, thus contributing to the uniqueness of the town, which is necessary to maintain a viable visitor industry and promote its economy.

##### CONTRIBUTION TO CALISTOGA'S UNIQUE CHARACTER

Demonstrate how your project is consistent with and enhances Calistoga's history of independently owned businesses. Explain how your project contributes to the uniqueness of the town, which is vital for maintaining a viable visitor industry and promoting the local economy.

#### 5. Is resident-serving, in the case of a formula business.

##### RESIDENT-SERVING CRITERIA (FOR FORMULA BUSINESSES)

If your project involves a formula business, ensure that it serves the local residents. Provide details on how your business will meet the needs of the community and support the local economy.

## 6 PLAN SET

### SUBMITTAL REQUIREMENTS

PLAN SET SUBMITTAL MUST INCLUDE THE ITEMS LISTED BELOW – THOSE MARKED WITH AN ASTERISK ARE PROJECT-SPECIFIC

- |                                             |                                                             |
|---------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> Title Sheet        | <input type="checkbox"/> Elevations *                       |
| <input type="checkbox"/> Site Plan          | <input type="checkbox"/> Landscape Plan *                   |
| <input type="checkbox"/> Site Details       | <input type="checkbox"/> Grading & Drainage Plan(s) *       |
| <input type="checkbox"/> Context Map        | <input type="checkbox"/> Sign Plan *                        |
| <input type="checkbox"/> Floor & Roof Plans | <input type="checkbox"/> Exterior Lighting Plan *           |
| <input type="checkbox"/> Sections *         | <input type="checkbox"/> Materials Board & Specifications * |



THE FOLLOWING PAGES  
OUTLINE THE REQUIREMENTS  
FOR EACH COMPONENT OF  
THE PLAN SET SUBMITTAL

### SUBMITTAL FORMAT

#### QUANTITY

- ☐ (1) Printed Complete Plan Set - 11"x17" Size
- ☐ Digital Upload

#### SHEET SIZE

Plans must be legible at 11" x 17", drawn to scale and signed by the architect, engineer, or draftsman. Printed plans must be submitted, collated, and bound by a maximum of three staples.

#### DIGITAL SPECIFICATIONS

Portable Document Format (PDF) files, the industry standard for electronic plans, are the only format the city accepts for plan review. These files must be unprotected and unlocked. ZIP files are not accepted. Supporting information should be in separate, individual PDF files. It's crucial to rotate your plans for easy viewing and avoid mismatching sheet sizes or orientation throughout the set. Please read the following instructions carefully, as improperly formatted plans will be rejected, potentially delaying the review of your project.

<b>FILE TYPE</b>	Only <b>.pdf file types</b> are accepted for digital submittals.
<b>FILE NAMING</b>	<b>[STREET NAME]_[STREET NO.]-[DOCUMENT TYPE]</b> Example: Washington Street_1231-PLANS.pdf (for first submittal) Example: Washington Street_1231-APPLICATION.pdf Example: Washington Street_1231-PHOTOS.pdf
<b>MAXIMUM FILE SIZE</b>	The maximum size of each file you can upload cannot exceed <b>200MB</b> .
<b>FILE COMPOSITION</b>	<b>FORMS &amp; CHECKLISTS</b> – submit each form as provided on website. <b>DOCUMENTS</b> – submit each supporting document as a separate .pdf file and 8.5"x11" in page size. <b>PLANS</b> – provide all plans as a complete plan set and file.
<b>LAYERS &amp; COMMENTS</b>	No layers or comments are allowed. Files must be <b>flattened and full-size</b> .
<b>COLOR &amp; QUALITY</b>	Black on white preferred for documents and plans (except for photos). File resolution for plan sets must be a minimum of 300 pixels per inch (PPI). Scanned plan sets and documents must be at least 150 dots per inch (DPI) or higher without significant compression artifacts.

## 9 PLAN SET (CONTINUED)

### SHEET REQUIREMENTS

Each sheet of the Planning Submittal Set shall contain the following information (as appropriate):

- |                                                              |                                                                  |
|--------------------------------------------------------------|------------------------------------------------------------------|
| <input type="checkbox"/> <b>Sheet Title</b>                  | <input type="checkbox"/> <b>Plan Version and Revision Dates</b>  |
| <input type="checkbox"/> <b>Sheet Number</b>                 | <input type="checkbox"/> <b>North Arrow</b>                      |
| <input type="checkbox"/> <b>Project Title</b>                | <input type="checkbox"/> <b>Dimensions</b>                       |
| <input type="checkbox"/> <b>Project Address</b>              | <input type="checkbox"/> <b>Scale (Graphic &amp; Fractional)</b> |
| <input type="checkbox"/> <b>Assessor Parcel Number</b>       | <input type="checkbox"/> <b>Applicant &amp; Owner Names</b>      |
| <input type="checkbox"/> <b>Date of Plan Set Preparation</b> |                                                                  |

### TITLE SHEET

The Title Sheet shall contain the following information (as appropriate):

- |                                               |                                                |                                                     |
|-----------------------------------------------|------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> <b>Title Bar</b>     | <input type="checkbox"/> <b>Vicinity Map</b>   | <input type="checkbox"/> <b>Legend of Symbols</b>   |
| <input type="checkbox"/> <b>Scope of Work</b> | <input type="checkbox"/> <b>Sheet Index</b>    | <input type="checkbox"/> <b>Property Easements</b>  |
| <input type="checkbox"/> <b>Project Data</b>  | <input type="checkbox"/> <b>Property Lines</b> | <input type="checkbox"/> <b>Deferred Submittals</b> |

### SCOPE OF WORK

Describe the existing site development, all work proposed, and any phased or concurrent permits. Indicate if any modifications or similar exceptions are requested. If code violations exist, identify the nature and extent of the violation and the proposed correction. Include the building height, number of stories, and date of original building construction.

### VICINITY MAP

Provide a map identifying the project site, surrounding properties, and all local and major cross streets in the area.

### PROJECT DATA

The title sheet should also contain a project data table, including the Assessor's Parcel Number (APN), zoning district, lot size (in acres and square feet), lot coverage data, open yard areas, and the average slope of the property. The project data table should include existing, proposed, and to be demolished floor area (defined in CMC §17.04.234 or §19.02.030) for the following features:

- |                                                                                                                               |                                                                                                                                    |
|-------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> <b>Residential Uses</b><br>each unit separately and the number of bedrooms in each unit              | <input type="checkbox"/> <b>Conversions</b><br>any floor area to be converted from one use to another (garage to living space)     |
| <input type="checkbox"/> <b>Mixed-Use</b><br>indicate percentage of total floor area devoted to residential use               | <input type="checkbox"/> <b>Unpermitted Areas</b><br>any as-built or unpermitted floor area to be permitted or demolished          |
| <input type="checkbox"/> <b>Nonresidential Uses</b><br>provide each land use (warehouse, retail, office) separately           | <input type="checkbox"/> <b>Excluded Areas</b><br>such as vent shafts, lofts, crawlspace, attics, mechanical rooms                 |
| <input type="checkbox"/> <b>Accessory Buildings</b><br>each building separately and cumulative on site                        | <input type="checkbox"/> <b>Floors</b><br>provide each floor separately (1st floor, 2nd floor, basement, cellar)                   |
| <input type="checkbox"/> <b>Additions and Demolition</b><br>separate line items for all new and demo floor area               | <input type="checkbox"/> <b>Impervious Areas</b><br>new, replaced, or removed areas, both onsite and in public right-of-way        |
| <input type="checkbox"/> <b>Parking</b><br>automobile, bicycle, include number of spaces, and the required ratio              | <input type="checkbox"/> <b>Floor to Lot Area Ratio (FAR)</b><br>existing FAR, proposed FAR, and maximum allowed FAR               |
| <input type="checkbox"/> <b>Grading</b><br>in cubic yards (cut and fill), under and outside building footprint, import/export | <input type="checkbox"/> <b>Total on Site</b><br>provide a "grand total" of all floor area of all buildings and structures on site |
| <input type="checkbox"/> <b>Architectural Features</b><br>such as porches, landings, decks, patio covers, towers, gazebos     |                                                                                                                                    |

## 9 PLAN SET (CONTINUED)

### SITE PLAN

Label and show the following:

- |                                                       |                                                      |
|-------------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Area of Work                 | <input type="checkbox"/> Distances to Property Lines |
| <input type="checkbox"/> Property Lines               | <input type="checkbox"/> Setbacks                    |
| <input type="checkbox"/> Building, Structure Location | <input type="checkbox"/> Streets, Parking, Driveways |

### SITE DETAILS

Site Details include everything required for a Basic Site Plan and the items listed below. For multiple stories, superimpose an outline of the upper story over the lower story.

- |                                                                      |                                               |                                                                      |
|----------------------------------------------------------------------|-----------------------------------------------|----------------------------------------------------------------------|
| <input type="checkbox"/> Architectural Features                      | <input type="checkbox"/> Entry/Ingress/Egress | <input type="checkbox"/> Fire Hydrants & Manholes                    |
| <input type="checkbox"/> Easements                                   | <input type="checkbox"/> Structure Dimensions | <input type="checkbox"/> Equipment & Trash Enclosures                |
| <input type="checkbox"/> Adjacent Buildings                          | <input type="checkbox"/> Accessibility        | <input type="checkbox"/> Site Visibility Triangle                    |
| <input type="checkbox"/> Drainage<br>(CMC §17.24.480)                | <input type="checkbox"/> Site Features        | <input type="checkbox"/> Encroachments<br>(CMC §12.08 or §18.08.070) |
| <input type="checkbox"/> Landscape & Paved Areas<br>(CMC §17.38.010) | <input type="checkbox"/> Utilities & Meters   | <input type="checkbox"/> Fences & Hedges<br>(CMC §17.52)             |

Additional requirements, as appropriate:

#### ☐ Demolition Plan

Drawn to the same scale as the Site Plan, and clearly defining proposed demolished structures, walls, and site features and proposed removal of trees with an "X". Indicate all surfaces to be removed (floors, interior and exterior walls, roof, siding, windows, etc.), include applicable demolition calculations.

### CONTEXT MAP

Map shall show project in the context to its surroundings by providing:

- An aerial view of the proposed project with the existing adjacent uses identified and zoning designations of adjacent parcels
- An indication of surrounding streets, vehicle movement, active transportation routes open spaces, landmarks, and utilities

### FLOOR & ROOF PLANS

Plans shall show the existing and proposed floor and roof plans and, preferably, on the same page. All plans must be dimensioned, the area of work labeled, and show the following information:

- |                                            |                                                       |                                                |
|--------------------------------------------|-------------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Label Rooms       | <input type="checkbox"/> Property Lines & Setback     | <input type="checkbox"/> Roof & Floor Fixtures |
| <input type="checkbox"/> Doors & Windows   | <input type="checkbox"/> Walls & Legend               | <input type="checkbox"/> Roof Slope & Pitch    |
| <input type="checkbox"/> Stairs & Landings | <input type="checkbox"/> Smoke Detectors & Appliances | <input type="checkbox"/> Drainage & Runoff     |

## 9 PLAN SET (CONTINUED)

### SECTIONS

At least two sections (longitudinal and lateral) are required for all expansions or if excavation is involved. Additional section may be necessary where character, height, or detail of the building and cross slope changes.

- **Longitudinal Sections:** Should illustrate the relationship between the street, front property line, the building itself, the rear yard, and the rear property line.
- **Lateral Sections:** Should illustrate the relationship between the building and the outline of each adjacent building. All significant measurements must be dimensioned.

### ELEVATIONS

Elevations are needed for each building related to the scope of work. Separate existing and proposed building elevations are required on design review projects, or if nonconforming, or as-built. The type of building materials on wall surfaces, roofs, and for windows and doors must be indicated. Show the existing and proposed grade planes and heights of all buildings. Label the area of work, and show the following information:

- |                                                     |                                                    |
|-----------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Building Materials         | <input type="checkbox"/> Existing & Proposed Grade |
| <input type="checkbox"/> Plate Heights & Roof Pitch | <input type="checkbox"/> Building Height           |
| <input type="checkbox"/> Property Lines & Setbacks  | <input type="checkbox"/> Maximum Height Limits     |

### LANDSCAPE PLAN

Landscaping plans are required for projects subject to design review on all new buildings, substantial additions or alterations to existing sites when existing landscaped areas are proposed for removal or alteration, and projects involving significant terracing, grading, or vegetation removal. Plans shall include:

- |                                                                                                               |                                                                                        |
|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| <input type="checkbox"/> Detailed Planting Plan                                                               | <input type="checkbox"/> Proposed & Existing Fencing, Walls, Screening<br>(CMC §17.52) |
| <input type="checkbox"/> Irrigation Plan                                                                      | <input type="checkbox"/> Tree Protection Plan<br>(CMC §19.01.040)                      |
| <input type="checkbox"/> Existing & Proposed Trees                                                            |                                                                                        |
| <input type="checkbox"/> Compliance with Model Water Efficient Landscape Ordinance (MWELI)<br>(CMC §8.18.110) |                                                                                        |

### GRADING & DRAINAGE PLAN(S)

A preliminary grading plan that indicates existing and proposed contours across the building site, existing and proposed lot slope, and the limits of grading must be submitted. Existing contours shall be shown with light lines and proposed contours shall be shown with darker lines.

- Indicate the amount of proposed excavation and fill in cubic yards and the location of proposed deposition and borrow sites for each major element of the project must be indicated as well as the total area of disturbance proposed for the project and the limits of grading. The total amount of off-haul shall be identified in cubic yards.
- Show existing and proposed drainage for the site, structures, driveway and other improvements. The plan must indicate the direction, path, and method of water dispersal for existing and proposed drainage channels or facilities. The drainage plan must indicate existing and proposed areas of impervious surfaces, retention basins, and other relevant features.



## 9 PLAN SET (CONTINUED)

### SIGN PLAN

If the Site Plan does not include the specified information, please submit an additional sheet that clearly illustrates the signage details. The Site Plan or Sign Plan must delineate the location and dimensions of all existing or proposed freestanding monument signs, pole signs, and facade signage. Additionally, it is essential to include the building length for all public right-of-way street frontages. Building elevations must depict the sizes and locations of both existing and proposed facade signs. Furthermore, the height above finished grade, as well as the dimensions and area of all signs, must be clearly indicated in all accompanying drawings.

- A sign inventory of all signs must be submitted for any sign evaluation. Include the type, description, size, height and locations of all existing and proposed signs
- Indicate the letter type, color scheme, and material specifications.

### EXTERIOR LIGHTING PLAN

Plans shall include:

- Fixture types and location on the project site
- Adjacent tree cover must be indicated for freestanding or pole lighting on the project site
- Photometric analysis to demonstrate each light fixture shall be directed downward and away from adjoining properties and public rights-of-way, so that no on-site light fixture directly illuminates an area off the site

### MATERIAL SPECIFICATIONS

Provide detailed design specifications, including materials, colors, and finishes for all exterior surfaces, along with large-scale detail drawings of significant architectural elements.

- ☐ Handrails, guardrails
- ☐ Stairs, arcades, arches
- ☐ Cornices, canopies, eaves
- ☐ Trellis members
- ☐ Columns, column bases, capitals
- ☐ Grills, parapet walls, chimney caps
- ☐ Finials, towers, domes, cupolas, spires