



# Use Permit

## APPLICATION + SUBMITTAL REQUIREMENTS

THIS APPLICATION MAY ALSO BE USED FOR USE PERMIT AMENDMENTS

THE CITY OF CALISTOGA MUNICIPAL CODE (CMC) CONTAINS SEVERAL ZONING DISTRICTS 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 & COMPATIBILITY OF USES IN THE NEIGHBORHOOD & WITH SURROUNDING AREAS (CMC § 17.40.010).



### APPLICATION SUBMITTAL & REVIEW (CMC 17.40.020)

- WITHIN 30 DAYS OF RECEIPT OF APPLICATION, 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 COMPLETENESS.
- ONLY A COMPLETE APPLICATION SHALL BE PROCESSED PURSUANT TO THE REQUIREMENTS OF THIS TITLE.
- THE FILING OF THE APPLICATION SHALL NOT PRECLUDE THE SECURING OF ADDITIONAL INFORMATION NECESSARY FOR THE PROPER CONSIDERATION NOR DOES IT INSURE THAT THE APPLICATION COMPLIES WITH THE LAW & WITH THE REQUIREMENTS OF THIS TITLE.
- IF OTHER APPROVALS ARE REQUIRED BY THIS TITLE, ADDITIONAL APPLICATIONS MAY BE FILED & PROCESSED CONCURRENTLY WITH THE RELATED ENTITLEMENT REQUEST(S), & SHALL BE ACTED UPON SIMULTANEOUSLY BY THE DECISION-MAKING AUTHORITY.



### SUBMITTAL CHECKLIST

NOTE: PLEASE CHECK WITH STAFF IF YOU HAVE QUESTIONS ABOUT ITEMS ON THIS LIST

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> COMPLETED & SIGNED GENERAL PLANNING APPLICATION | <input type="checkbox"/> ENVIRONMENTAL REVIEW FORM | <input type="checkbox"/> PARKING PLAN       |
| <input type="checkbox"/> TITLE REPORT (LESS THAN 6 MONTHS OLD)           | <input type="checkbox"/> SITE PLAN                 | <input type="checkbox"/> PROJECT NARRATIVE  |
| <input type="checkbox"/> APPLICATION FEE/INITIAL DEPOSIT                 | <input type="checkbox"/> FLOOR PLANS               | <input type="checkbox"/> WATER USE ANALYSIS |
|  |  | <input type="checkbox"/> FINDINGS STATEMENT |



### SUBMITTAL REQUIREMENTS

- ☐ (1) HARDCOPY OF ALL REPORTS, FORMS, LETTERS, ETC. IN 8.5"X11" SIZE
- ☐ (1) HARDCOPY OF ALL EXHIBITS, MAPS, PHOTOS, ETC. IN 11"X17" SIZE (MAX)
- ☐ PDF OF ALL APPLICATION MATERIALS EMAILED TO [PLANNING@CALISTOGACA.GOV](mailto:planning@calistogaca.gov) OR A THUMB DRIVE WITH PDF VERSIONS OF APPLICATION MATERIALS



### FINDING REQUIREMENTS (CMC 17.40.030)

PURSUANT TO SECTION 17.40.030 OF THE ZONING CODE, SPECIFIC FINDINGS ARE REQUIRED TO SUPPORT THE APPROVAL OF A USE PERMIT. THE PURPOSE OF THE FINDINGS IS TO DESCRIBE HOW A PROPOSED USE IS CONSISTENT WITH THE GENERAL PLAN AND MUNICIPAL CODE, DOES NOT NEGATIVELY IMPACT SURROUNDING PARCELS & CONTRIBUTES POSITIVELY TO THE COMMUNITY IN GENERAL. THE FOLLOWING ARE THE FINDINGS THAT ARE REQUIRED TO BE MET BY ANY PROPOSED PROJECT OR USE:

- (THE USE) IS IN ACCORD WITH THE CITY'S GENERAL PLAN.
- (THE USE) IS IN ACCORD WITH ALL APPLICABLE PROVISIONS OF THE CITY'S MUNICIPAL CODE.
- (THE USE) WILL NOT SUBSTANTIALLY IMPAIR OR INTERFERE WITH THE DEVELOPMENT, USE/ENJOYMENT OF OTHER PROPERTIES IN THE VICINITY.
- (THE USE) IS CONSISTENT WITH & 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 & PROMOTE ITS ECONOMY.
- (THE USE) IS RESIDENT-SERVING, IN THE CASE OF A FORMULA BUSINESS.



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**THE FOLLOWING LIST OUTLINES THE SPECIFIC REQUIREMENTS FOR EACH OF THE SUBMITTAL CHECKLIST ITEMS.**

### SITE PLAN REQUIREMENTS:

- PROPERTY ADDRESS & ASSESSOR'S PARCEL NUMBER(S)
- NAME & ADDRESS OF PROPERTY OWNER & DEVELOPER (IF APPROPRIATE)
- NAME & ADDRESS OF THE PLAN PREPARER
- DATE PLANS WERE PREPARED
- NORTH ARROW & SCALE
- VICINITY MAP
- LEGAL BOUNDARIES OF THE SITE
- LOCATIONS & NAMES OF ADJACENT STREETS
- ON-SITE & ADJOINING EASEMENTS (WITH SIZE & TYPE CALLED OUT)
- PROJECT SUMMARY DATA, INCLUDING: SITE AREA (IN SF/AC), PROPOSED SITE COVERAGE, REQUIRED & PROPOSED PARKING SPACES, OPEN SPACE PER DWELLING UNIT
- EXISTING BUILDING LOCATIONS, PAVING, FENCES, DITCHES, UTILITY LINES, & A NOTATION OF WHETHER EXISTING FEATURES WILL BE REMOVED OR MAINTAINED
- PROJECT ACCESS LOCATIONS & DIMENSIONS OF ON-SITE PARKING SPACES & BACKUP/TURNAROUND AREAS; INTERNAL VEHICULAR & PEDESTRIAN CIRCULATION; BICYCLE PARKING. THE PLAN MUST DEMONSTRATE ADEQUATE FIRE DEPARTMENT VEHICLE ACCESS.
- LABEL TREES CONSISTENT WITH AN ARBORIST'S REPORT. LABEL TREES TO BE REMOVED WITH AN "R" & TREES TO BE PRESERVED WITH A "P." IN ADDITION, SHOW TREES IN ANY ADJACENT RIGHT-OF-WAY WITHIN 30 FEET OF THE AREA PROPOSED FOR DEVELOPMENT & ON ADJACENT PROPERTIES THAT HAVE TREES WITH DRIP LINES OVER THE PROJECT SITE.

### FLOOR PLAN REQUIREMENTS:

- LABEL ALL ROOMS.
- SHOW ALL WINDOWS & DOORS.
- CLEARLY SHOW WALLS TO REMAIN & THOSE PROPOSED FOR DEMOLITION.
- CLEARLY SHOW ALL PROPOSED USE AREAS & ANY IMPROVEMENTS PROPOSED.

WATER & WASTEWATER ANALYSIS: ESTABLISHING BASELINE USE/VOLUME OR EXISTING & PROPOSED. REPORT SHALL INCLUDE REPORT PREPARERS NAME, DATE STUDY WAS COMPLETED, EXISTING WATER & WASTEWATER BASELINE, PROPOSED WATER & WASTEWATER DEMAND, BASED ON THE LATEST STANDARD USE TABLE, & WATER USE RECORDS FOR THE PAST 5 YEARS.

ARBORIST REPORT: AN ARBORIST REPORT IS REQUIRED IF THE PROJECT SITE INCLUDES ANY TREE WITH A DIAMETER MEASURED ABOVE EXISTING GRADE 4.5 FEET AT BREAST HEIGHT THAT IS GREATER THAN 12 INCHES, ANY NATIVE OAK WITH A DBH GREATER THAN SIX INCHES & ANY VALLEY OAK (INCLUDING SEEDLINGS/SAPLINGS).

PROJECT NARRATIVE REQUIREMENTS: THE NARRATIVE SHOULD CONSIST OF A WRITTEN DESCRIPTION OF THE PROPOSED PROJECT/USE EXPLAINING THE SCOPE AND RELEVANT DETAILS ASSOCIATED WITH THE USE. FOR COMMERCIAL USES, THE NARRATIVE SHOULD INCLUDE THE SPECIFIC TYPE OF BUSINESS, HOURS OF OPERATION, NUMBER OF EMPLOYEES, NUMBER OF PARKING SPACES, ALL INTERIOR AND EXTERIOR MODIFICATIONS PROPOSED, ETC.. IF THE PROJECT INCLUDES CONSTRUCTION, INCLUDE ALL INFORMATION WHICH CONFIRMS THAT THE PROJECT IS CONSISTENT WITH ALL DEVELOPMENT STANDARD REQUIREMENTS (SETBACKS, HEIGHT, ETC.) FOR THE ZONING DISTRICT IN WHICH THE PROJECT IS LOCATED.