



City of Calistoga

Planning Division

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Submittal Requirements for Use Permit Applications

The City of Calistoga is divided into zoning districts as provided in Calistoga Municipal Code Title 17, Zoning. The Zoning Code contains lists of uses for each zoning district that are either permitted outright or that may be permitted under certain conditions through the approval of a use permit.

The purpose of the use permit process is to ensure the compatibility of land uses within the City. Use permits can only be approved when the use is in conformance with the City's General Plan and Zoning Code and where it can be demonstrated that the use will not create a nuisance or be detrimental to the public welfare. Some use permit applications can be approved administratively by staff. Most, however, must be reviewed and approved by the Planning Commission at a public hearing. Use permits can only be approved when the deciding body can make the findings of fact under Zoning Code Section 17.40.030.

If the project involves new construction, design review approval is generally required (refer to Submittal Requirements for Design Review Applications).

Use permits are site-specific and cannot be transferred to another property or location. Once a use permit has been granted, a change in ownership of the property or use will not affect the approval unless the new owner intends to modify the use. In that case, the an amendment to the existing use permit may be applied for.

Within 30 days of receipt of an application, the City must notify the applicant in writing as to whether the application is complete. If the application is incomplete, the applicant will be advised what additional information is needed to process the application. Upon receipt of the additional materials, a new 30-day period review for completeness begins.

Once an application is determined to be complete, it will take approximately four to six weeks to complete the approval process. This time frame may increase if the project is subject to environmental review or an appeal is filed by the applicant or others.



USE PERMIT APPLICATION CHECKLIST

Application Submittal Requirements

- _____ A completed **Planning Division Application** signed by all property owners holding a title interest
- _____ A **preliminary report** not more than 6 months old, prepared by a qualified title insurance company
- _____ Application **processing fee or deposit**
- _____ 9 full-sized copies (maximum 24" by 36" sheet size) of a **site plan** (see below for site plan requirements)
- _____ 9 full-sized copies (maximum 24" by 36" sheet size) of **building plans** (including floor plans and elevations), as applicable, folded into packets
- _____ A detailed **written statement** explaining the proposed use(s); size and intensity of use(s) (e.g., building square footage to be occupied, number of employees); days and hours of operation; anticipated car and truck traffic; proposed new construction, etc.
- _____ 1 set of **reduced copies** (11" x 17") and **digital copies** of all plans
- _____ 1 copy of responses to the **Required Findings**

Site Plan Requirements

- _____ Property address and Assessor's parcel number(s)
- _____ Name and address of property owner and developer (if appropriate)
- _____ Name and address of the qualified professional who prepared the map
- _____ Date plans were prepared
- _____ North arrow (generally up on the map) and scale (engineering scale preferred)
- _____ Vicinity map
- _____ Boundaries of the site
- _____ Locations and names of adjacent streets
- _____ On-site and adjoining easements (with size and type called out)
- _____ Summary of project data, including:
 - total site area, in square feet and acres
 - total proposed gross floor area as defined by the Zoning Code
 - proposed site coverage and floor area ratio (if applicable)

- required and proposed parking spaces
- site area and open space per dwelling unit (if applicable)

_____ Existing building locations, paving, fences, ditches, underground structures, utility lines, and a notation of whether existing features will be removed or maintained

_____ Project access (driveways or private streets) to the public street system, locations and dimensions of on-site parking spaces and backup/turnaround areas; internal vehicular circulation; pedestrian and bicycle ways, including pedestrian entry points to buildings, bicycle parking and any bicycle facilities included in the General Plan; and commercial vehicle loading and storage areas. The plan must demonstrate adequate Fire Department vehicle access.

_____ Site features including creeks/river and adjacent riparian vegetation, wetlands, major rock outcroppings, landslide areas, flood zones, and earthquake faults

_____ Label trees consistent with an Arborist's report. Label trees to be removed with an "R" and 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 and on adjacent properties that have trees with drip lines over the project site.

_____ Proposed common and open space areas, including recreational areas for public or private use

Required Findings

In order to approve a Use Permit, the deciding body must make the following findings pursuant to Zoning Code Section 17.40.030(D). Please supply written statements in support of these findings.

- 1. The proposed use is in accord with the Calistoga General Plan and any applicable planned development.

- 2. The proposed use is in accord with all applicable provisions of the Calistoga Zoning Code (Title 17).

- 3. The proposed use will not substantially impair or interfere with the development, use or enjoyment of other property in the vicinity.

- 4. The proposed use will be consistent with and enhance Calistoga's history of independently-owned businesses, thus contributing to the uniqueness of the town, which is necessary to maintain a viable visitor industry in Calistoga and to preserve its economy.

5. *For formula businesses only:* The proposed use would be resident-serving.
