



City of Gilroy
COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION
7351 Rosanna Street, Gilroy CA 95020
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DOWNTOWN USE PERMIT (MICRO-BREWERIES & WINE-TASTING)

APPLICATION SUBMITTAL CHECKLIST

Your success is our success! The application 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, entirely, 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.

No partial application packages, please! In order to efficiently review your application, planning staff cannot accept partial submittal packages, or poor quality graphics. 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.

APPLICATIONS MUST BE SUBMITTED ONLINE THROUGH [GO PERMIT](#)

Planner Check off	Note: Refer to the Application Submittal Details (ASD) document for clarification and city expectations regarding the below checklist items.	
	Signed Owner / Applicant Certification	R
	Planning Application & Indemnification Agreement (ASD 1)	R
	Planning Application Submittal Fee (\$1,500 + additional surcharges Payable to City of Gilroy)	R
	Floor Plan(s) ³	R
	Statement of Operations ²	R
	SB 1214 Affidavit (ASD 1 Supp. Form)	R
	Additional Information – as requested by staff	*

Example:

(ASD 6) = Page six (6) of the Application Submittal Details document
(Ex. B) = Exhibit B of the Application Submittal Details document

R – Checklist item required.

* – Applicable as noted by Planner.

The Downtown Use Permit is an administrative permit that can be considered for micro-breweries and wine tasting establishments that meet the criteria established in Gilroy City Code Section 30.50.35. Of particular note:

- Compliance with all other regulatory requirements (i.e. local, State, Federal) shall be obtained separately.
- At least 15% of the tenant's space shall be dedicated towards publicly accessible drinking establishment uses, unless an alternative floor plan is specifically approved by the Community Development Director or designee.
- For micro-breweries, only craft beer brewed onsite can be sold at the premises.
- For wine tasting establishments, sales shall be limited to wine with at least 50% of the wine menu must be dedicated to local wines defined as wines from the "Wineries of Santa Clara Valley".
- All odors from onsite processes shall be controlled such that there is no adverse impact on nearby uses.
- The subject site and all public areas adjacent (including front, rear and sides) must be maintained free and clear of litter and debris. Cleaning of the public right-of-way adjacent to the subject property shall occur before 8:00 am following each day the use is in operation.

² **Statement of Operations** should be a comprehensive statement of the proposed business, including all aspects of the operation:

- Please include description of all operations at this location (e.g. manufacturing, processing, warehousing, off-site sales/distribution, restaurant use, tasting room, entertainment, dancing, etc.)
- Describe proposed hours of operation, number of employees, employees per shift, anticipated number of truck deliveries, and other pertinent information.
- If onsite security is proposed onsite, please include the company you will contract with, or describe as an operational component. Be sure to include the number of security guards and work shifts.
- For restaurants with outdoor dining areas, please include details to clarify how alcohol service will be contained within the dedicated outdoor areas, as applicable.
- For manufacturing or processing operations, please fully describe such processes and include any hazardous materials to be located onsite.

³ **Floor Plan(s)** should include dimensions for the building and all rooms within the lease space. Any use of outdoor areas should also be included. Be sure to clearly identify the total interior floor area (in square feet) and the various uses (e.g. restrooms, storage, warehouse, processing, dining, etc). If there are any outdoor use areas, please include as well. For restaurants, be sure to include proposed seating or table layout in dining areas. Additional floor plan requirements:

- 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.
- Location and dimension of any trash enclosure
- Location and dimension of any elevators
- Plans must be clear, legible and accurately scaled.
- All plan sets (i.e., site, elevations, engineering, landscaping, etc.) must be internally consistent with regard to layout, setbacks, dimensions, etc.
- Revisions on plan resubmittals must be denoted with clouds or bubbles for easy reference.
- Plan sheet size: between 18"x 24" minimum and 24"x36" maximum.
- Title block for each sheet should include:
 - 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.
- Scale should not be less than ¼" = 1', unless otherwise authorized.

OWNER / APPLICANT CERTIFICATION

I, _____ (print), owner / applicant (or representative of the applicant) for this planning permit, do hereby state that I have provided the materials listed above, and that these materials have been submitted 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 as determined by planning staff pursuant to State Government Code Section 65944.

Date

Signature