

# CONDITIONAL USE PERMIT

## Submittal Requirements



**THE FOLLOWING ITEMS MUST BE SUBMITTED ALONG WITH THE GENERAL PLANNING APPLICATION FORM**

✓ SUBMITTAL CHECKLIST	✓ PLAN SET CHECKLIST
<p><b>Required Materials:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> 1. Fee / Initial Deposit</li><li><input type="checkbox"/> 2. Project Narrative Document</li><li><input type="checkbox"/> 3. Required Findings Document</li><li><input type="checkbox"/> 4. Site Photography</li><li><input type="checkbox"/> 5. Preliminary Title Report</li><li><input type="checkbox"/> 6. Project Plan Set</li></ul>	<p><b>Required Plan Set Sheets:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Title Sheet</li><li><input type="checkbox"/> Site Plan Sheet</li><li><input type="checkbox"/> Site Details Sheet</li><li><input type="checkbox"/> Floor Plans</li><li><input type="checkbox"/> Elevations</li></ul>

### **i** INFORMATION

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 Completeness (CMC § 17.040.020)**

- Within 30 days of receipt of an application for a use permit, the City shall notify the applicant in writing as to whether such application is complete for processing.
- 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 such additional materials, a new 30-day period shall begin during which the City shall determine the completeness of the application.
- Only an application for a use permit which has been determined to be complete shall be processed pursuant to the requirements of this title.



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



**FOR INFORMATION REGARDING PLANNING APPLICATIONS OR TO ADDRESS ANY INQUIRIES, VISIT OR CALL THE PLANNING OFFICE**



1232 WASHINGTON STREET



(707) 942-2827



PLANNING@CALISTOGACA.GOV

## 1 FEE / INITIAL DEPOSIT

Application fees/deposits for planning and entitlement permit services are collected at the time an application is submitted. The City Council established these fees/deposits to recover the costs of staff time spent reviewing and processing the applications.

- 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.).
- Failure to complete payment of any fees/deposits or charges under this section will be considered sufficient grounds to discontinue the processing of the application (CMC § 17.02.080).
- The City of Calistoga charges a 3.00% processing fee for all credit card transactions.
- Payments may be made (1) by phone with credit card or (2) in person with a check or credit card at City Hall.
- Please make checks payable to City of Calistoga.

### PLANNING DEPARTMENT PROCESSING FEES - USE PERMIT - EFFECTIVE AUGUST 2023

	FEE	DEPOSIT	TOTAL		FEE	DEPOSIT	TOTAL
<b>Administrative Review</b>	\$1,450	\$2,000	\$3,450	<b>Planning Commission Review</b>	\$4,640	\$2,500	\$7,140
Amendment	\$580	\$1,000	\$1,580	Amendment	\$1,740	\$500	\$2,240
Time Extension	\$290	\$1,000	\$1,290	Time Extension	\$1,160	\$2,000	\$3,160

## 2 PROJECT NARRATIVE

### FOR A PROPOSED NEW BUSINESS ACTIVITY:

Describe the purpose of the business activity, proposed hours of operation, number of employees, and type of business. Include details of the business' use of space and the type of product, manufacturing, or processing that will occur.

### FOR A PROPOSED NEW CONSTRUCTION PROJECT:

Describe the construction project, including the maximum building height, total number of floors, gross floor, and the area of each floor. Include the floor areas by type of use as they correspond with the business use of the total space area. The narrative should include the details regarding the number of parking spaces to be provided, access to property, and maximum building occupant load.

### FOR ALL PROJECTS:

Describe the project's estimated timeline, phases, and benchmarks as applicable.

## 3 REQUIRED FINDINGS

To approve a Use Permit, the decision-making body must make specific findings pursuant to the Calistoga Municipal Code (CMC § 17.40.030, Section D). A formal document explaining the reasons for and details of the project must include explanations to support the following findings that the proposed use:

- Is in accord with the General Plan and any applicable planned development.
- Is in accord with all applicable provisions of this title.
- Will not substantially impair or interfere with the development, use or enjoyment of other property in the vicinity.
- 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.
- Is resident-serving, in the case of a formula business. (Ord. 728 § 4, 2017).

## 4 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.

## 5 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.

## 6 PROJECT PLANS

### PLAN SET 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.

## 6 PROJECT PLANS (continued)

### GENERAL PLAN SET REQUIREMENTS

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

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

### PLAN SET REQUIREMENTS: Title Sheet

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

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

#### 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     |  |

## 6 PROJECT PLANS (continued)

### PLAN SET REQUIREMENTS: Site Plan

Label and show the following:

- Area of Work
- Property Lines
- Building, Structure Location
- Distances to Property Lines
- Setbacks
- Streets, Parking, Driveways

### PLAN SET REQUIREMENTS: 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.

- Architectural Features
- Easements
- Adjacent Buildings
- Drainage  
(CMC §17.24.480)
- Landscape & Paved Areas  
(CMC §17.38.010)
- Entry/Ingress/Egress
- Structure Dimensions
- Accessibility
- Site Features
- Utilities & Meters
- Fire Hydrants & Manholes
- Equipment & Trash Enclosures
- Site Visibility Triangle
- Encroachments  
(CMC §12.08 or §18.08.070)
- Fences & Hedges  
(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.

#### Grading Plan

Illustrate proposed grading with proposed contours shown as solid lines and all existing contours shown as dashed lines. Include any retaining walls with spot elevations and driveways. Label any drainage courses, retention basins and other relevant features. The Plan shall be prepared by a licensed engineer and follow the City’s requirements (CMC §16.04.080, §17.24.470, §19.08.020).

### PLAN SET REQUIREMENTS: Floor Plans

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

- Label Rooms
- Doors & Windows
- Stairs & Landings
- Property Lines & Setback
- Walls & Legend
- Smoke Detectors & Appliances

**6 PROJECT PLANS (continued)**

**PLAN SET REQUIREMENTS: 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:

- Building Materials
- Existing & Proposed Grade
- Plate Heights & Roof Pitch
- Building Height
- Property Lines & Setbacks
- Maximum Height Limits

**PLAN SET REQUIREMENTS: 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:

- Detailed Planting Plan
- Proposed & Existing Fencing, Walls, Screening (CMC §17.52)
- Irrigation Plan
- Tree Protection Plan (CMC §19.01.040)
- Existing & Proposed Trees
- Compliance with Model Water Efficient Landscape Ordinance (MWELO) (CMC §8.18.110)