

Gonzales Planning Department  
**PERMIT APPLICATION PROCESS – PART 1**  
**Submittal Information Package**

Attached is the Development Application Package for the submission of either a Conditional Use or Site Plan Permit<sup>1</sup>.

The following documents are enclosed as part of the submittal package:

- Permit Approval Process - PART 1 (This Document)
- Standard Development Application – PART 2
- Use Permit Application Checklist – PART 3
- Development Plan Submittal Requirement Checklist – PART 4
- Hazardous Material Questionnaire (if required by City Planner or designee)

In addition, the following information is provided to assist you in filing the application package and guide you through the approval process.

**1. WHEN APPLICATION REQUIRED.** Each parcel in the City has been assigned a zoning designation. The Gonzales Municipal Code identifies which uses are permitted without discretionary approval, and which uses can only be approved upon the submission and approval of a conditional use permit application. Staff will review the code with you to determine whether or not a conditional use permit application is required for your proposal. If you are receiving this information your proposed project is subject to Planning Commission review.

**2. APPLICATION PROCESS.** Use Permit applications are normally approved by the Planning Commission at an advertised public hearing. A brief summary of the application process is as follows:

- a. Preapplication meeting(s) to review development proposal on an informal basis with staff to work out details early in process and to help insure a complete submittal. [optional]
- b. Formal submittal of application package with plans and fees.
- c. Application materials reviewed by Project Review Committee (City staff). Usually occurs within two (2) weeks of submittal of completed application.
- d. If project not subject to further environmental review, Committee either determines that submittal is complete and makes recommendation for approval, or determines what information is deficient or needs clarification. A written determination of this action is provided to the applicants within 30 calendar days by law.

---

<sup>1</sup> A Conditional Use Permit implies that the application/project will be considered by the Planning Commission; Site Plan Permit implies that the application/project will be considered by the Community Development Director. Decisions by the Planning Commission or Community Development Director are subject to appeal per Gonzales Municipal Code Section 12.40.

- e. If project subject to further environmental review, Planning Department staff prepares or requires preparation of required environmental documentation.
- f. Once the City determines that the project application is complete and the environmental documentation is approved, Planning Department staff will schedule the matter for public hearing.

**PREAPPLICATION REVIEW.** You may request a preapplication review of your project by staff of the Planning, Public Works, Building, Engineering, and Fire Departments. Depending upon the complexity of the project, this process can take from one to three weeks but can save time later by resolving issues in the review process. One, two-hour pre-application meeting can be requested without fee. Any staff time beyond two hours will be funded by your application fee. Fees are based on the City's current fee schedule.

**USE PERMIT APPLICATION CHECKLIST.** Incomplete applications are often the main cause of delays in processing any application. Please submit each of the items listed. Call the Planning Department if you have any questions. Staff will review the application for completeness. State law requires that a determination be made on the completeness of an application within 30 days of submittal. You will be notified by mail of the status of your application.

**DEVELOPMENT APPLICATION FEES.** Development application fees are specified by the City Council and must be submitted with the application package. Development application fees are placed in a deposit account upon received. All costs to process that application are then paid from that deposit account. If, during the processing of that application it is determined that there will be insufficient funds to cover the total cost, the applicant will be required to place additional funds in that account before the processing can continue. A complete description of this fee process is contained in a separate handout that is available upon request.

**ENVIRONMENTAL REVIEW.** Your development application may be subject to environmental review per the California Environmental Quality Act (CEQA). If staff determines that your project is not exempt from CEQA additional environmental review and documentation may be required before the project application process can continue. If additional environmental review is required, you will be notified in writing. Additional fees will be required.

**SCHEDULING.** When it has been determined that a complete application has been submitted, and if the project does not require the preparation of a Negative Declaration or an Environmental Impact Report, the project can normally be scheduled for action by the Planning Commission shortly upon completion of the review by the Project Review Committee. Where a Negative Declaration or Environmental Impact Report is required, no action will be taken on the application until those documents are completed.

**PLANNING COMMISSION MEETING.** Prior to the public hearing, the Planning staff will review the application, taking into account any information from department heads, agencies, or the general public, and prepare a written staff report and recommendation for the Planning Commission. The applicant will receive a copy of the staff report and the Planning Commission agenda prior to the meeting. At the scheduled meeting, the Planning Commission will hear all appropriate testimony and, based on criteria set forth in the zoning code, will act to make a decision.

**PLANNING COMMISSION ACTION.** At the public hearing, the Planning Commission will hear all appropriate testimony, and will normally come to a decision at that hearing.

**APPEALS.** Any person may appeal any action of the Planning Commission to the City Council. Such an appeal must be filed on a written form, with a filing fee, and filed within 15 calendar days of the Planning Commission action.

**RESULTS.** No development application shall have any force or effect until the applicant acknowledges receipt thereof and acceptance of all conditions applicable thereto. Any project approval granted in accordance with the provisions of the zoning code shall, without further action, become null and void if not used within one year from the date on which it was granted, or within any longer or shorter period of time specified in said permit; provided, however, that the Planning Commission shall have the authority to extend the time limit in the case of unavoidable delay.

**OTHER PERMITS.** Prior to construction, a building permit must be secured. Prior to operation of a business, a business license must be secured. Contractors are required to have a business license and required to have a state contractor's license for jobs exceeding \$500.

---

### **USE PERMIT APPROVAL APPLICATION SUBMITTAL REQUIREMENTS**

In order to file a completed Use Permit Approval Application, you must submit the items listed in the attached checklist. All of these items must be submitted or the application will be determined to be incomplete. No further processing of the application can then proceed until all items are received.

For further information, please contact the City of Gonzales Community Development Department at 147 Fourth Street, P.O. Box 647, Gonzales, CA 93926, or call (831) 675-4203.

L:\Application Forms\Conditional Use Permit\Part 1. Permit Application Process.doc  
Updates: 6/11/03; 8/16/18; 10/2/18

Gonzales Planning Department  
**STANDARD DEVELOPMENT APPLICATION – PART 2**

**GENERAL INFORMATION:**

Application(s) for:    \_\_\_ Site Plan Permit                    \_\_\_ Conditional Use Permit  
                             \_\_\_ Variance                                        \_\_\_ Subdivision  
                             \_\_\_ Rezoning    \_\_\_ General Plan Amendment  
                             \_\_\_ Annexation    \_\_\_ Other

1. Name of Property Owner: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone No: \_\_\_\_\_ E-mail \_\_\_\_\_

2. Name of Applicant: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone No: \_\_\_\_\_ E-mail \_\_\_\_\_

3. Other Persons to be placed on distribution list: (For additional names, add on separate sheet).  
  
Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone No: \_\_\_\_\_ E-mail \_\_\_\_\_

4. Property Address or General Location if no Address: \_\_\_\_\_  
\_\_\_\_\_

5. Assessor's Parcel Number: \_\_\_\_\_

6. Zoning Designation: \_\_\_\_\_

7. General Plan Designation: \_\_\_\_\_

8. Gross Property Area (acres or square feet): \_\_\_\_\_

9. Present or last use of project site or building: \_\_\_\_\_

**PROJECT INFORMATION**

10. Briefly describe what you intend to do on the subject property:
- a. If **NO** New Construction, what will be done to the site or building and what will be the use of the site or building?:
  
  - b. NEW CONSTRUCTION, RESIDENTIAL: Type and total number of units (e.g., one story single-family; two story duplex):
-

c. NEW CONSTRUCTION, COMMERCIAL/INDUSTRIAL: Type (e.g., retail, industry, warehouse, office, depot, storage):

---

d. Number of employees \_\_\_\_\_ Building Sq. Footage \_\_\_\_\_ Number of Restrooms \_\_\_\_\_

e. Height of buildings: \_\_\_\_\_

f. Number of on-site parking spaces provided: \_\_\_\_\_

g. Number of on-site loading spaces provided: \_\_\_\_\_

h. If the entire project is not to be constructed at one time, indicate the number of phases, the time for each phase, and the date of final completion:

i. Will there be any demolition? Y\_\_\_ N\_\_\_. If YES, show on plans.

11. Will grading or filling be required? Y\_\_\_ N\_\_\_. If YES, show location and extent on plans.

12. Is water available to serve the site? Y\_\_\_ N\_\_\_. If YES, show location and size of water main on plans.

13. Is sanitary sewer available to serve the site? Y\_\_\_ N\_\_\_. If YES, show location and size of sewer main on plans.

14. Does the subject property have direct access to public streets of adequate size to serve the project? Y\_\_\_ N\_\_\_. Show existing and proposed streets on plans.

15. Will any hazardous materials be used or stored as part of the proposed use (e.g., explosives, corrosives, chemicals, gasoline)? Y\_\_\_ N\_\_\_. If YES, explain and list quantities:

16. Will the proposed project create any of the following environmental effects: fire or explosion hazard; noise or vibration; intense illumination; smoke, charred paper, dust, soot, grime, carbon, noxious acids, fumes, gases odors, particulate matter, or any other form of air contamination; heat or cold; dampness; electrical, magnetic or radioactive emission? Y\_\_\_ N\_\_\_. If YES, explain fully on a separate sheet of paper.

17. Is this land being farmed? Y\_\_\_ N\_\_\_.

18. Is this land used for grazing? Y\_\_\_ N\_\_\_.

**VARIANCE**

19. Variance Requested: \_\_\_\_\_

20. Explain why a variance is needed: \_\_\_\_\_

**By signing and submitting this application, the applicant agrees to the following:**

1. At its sole expense, to defend, indemnify, and hold harmless the City, its public officials, officers, employees, vendors, and assigns, from any liability; and shall reimburse the City for any expense incurred, resulting from, or in connection with any project approvals. This includes any appeal, claim, suit, or other legal proceeding, to attack, set aside, void, or annul any project approval. The City shall promptly notify the applicant of any legal proceeding, and shall cooperate fully in the defense. The City may, at its sole discretion, participate in any such legal action, but participation shall not relieve the applicant of any obligation under this condition. Should any party bring any legal action in connection with this project, the Superior Court of the County of Monterey, California, shall be the situs and have jurisdiction for the resolution of all such actions by the parties hereto.
2. That all materials submitted as part of this application package are considered to be public information, may be posted on the internet, distributed to the necessary Committees, Commissions and Council as part of the approval process, and reviewed by the public.
3. To comply with all City ordinances and State laws relating to building construction for any and all aspects of the project proposed in this application and authorizes representatives of the City and Advisory Agencies to enter the above mentioned property at reasonable times for inspection purposes related to the project for which this application is submitted.

I declare under penalty that I am the owner or authorized agent for this property and that the foregoing statements and answers and all data information, documents and evidence herewith submitted are to the best of my knowledge and belief, true and correct.

\_\_\_\_\_  
Property Owner's Name (Print or Type)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner's Signature

I certify under penalty of perjury that I am authorized by the property owner(s) of the described property to make this application.

\_\_\_\_\_  
Applicant's Name (Print or Type)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

Gonzales Planning Department  
**PERMIT APPLICATION CHECKLIST – PART 3**

- \_\_\_\_\_ Completed and fully signed Standard Development Application.
- \_\_\_\_\_ Filing Fees.
- \_\_\_\_\_ Written statement fully describing characteristics of proposed use, including but not limited to hours of operation, number of people involved whether as employees, clients, students, customers, etc., Type of vehicular traffic involved; i.e., auto only, truck deliveries, etc. outdoor activities; i.e., storage, work, auto stacking for drive-up windows, etc. types of operations to be conducted, noise and odor issues, parking availability, and other relevant matters; and justification as to why City should approve request.
- \_\_\_\_\_ One copy of the development plans in 24" x 36" format, and scaled. Include Site or Plot Plan, Floor Plans, Building Elevations (or photographs of building if no exterior changes), and landscaping plans. Plans must be drawn accurately and clearly showing all required information as described in the Development Plan Submittal Checklist
- \_\_\_\_\_ One copy of all development plans printed at 11" by 17" (Not to scale).
- \_\_\_\_\_ An electronic copy of all development information submitted.
- \_\_\_\_\_ Preliminary title report or property report dated within 30 days of the date of application documenting ownership, legal description and all easements.

**City staff will be responsible for the following ...**

- \_\_\_\_\_ List of all property owners within 300 feet of subject property.
- \_\_\_\_\_ Photocopy of the current Assessor's Parcel Map(s) highlighting all parcels within 300 feet of the boundaries of the subject property.
- \_\_\_\_\_ Preaddressed plain white envelopes for all property owners within 300 feet of the subject property.
- \_\_\_\_\_ Other such additional information as the applicant deems appropriate to support the conditional use permit application.

Gonzales Planning Department  
**Development Plan Submittal Checklist – PART 4**

**SITE PLANS – submit one 24 x 36 copy, one 11 x 17 copy and one e-copy**

1. Provide a location map showing location of property in relationship to nearest street.
2. Provide the uses of all properties surrounding and across the street from the property.
3. Provide shape and dimensions of parcel(s).
4. Provide location of all existing structures and other features and location of proposed structures, or additions, showing (to scale) dimensions of exterior wall lines, and distances to nearest property line (measured perpendicular to property line); also show dimensions between structures.
5. Provide table indicating the following information:
  - a. Lot size (square feet or acres).
  - b. Percent lot coverage and floor area ratio
  - c. Current Zoning
  - d. Current General Plan Designation
  - e. Parking Spaces
    - i. Required
    - ii. Provided
  - f. Name and address of Applicant(s)
  - g. Name and address of Property Owner(s)
  - h. Name and address of Architect/Designer/Engineer
  - i. Assessor's Parcel Number(s)
6. Location and dimension of all parking spaces, loading areas, and service areas, if applicable.
7. Location and width of all driveways, aisles, and alleys – indicate surface material (gravel/DG/asphalt/etc.).
8. All required setback distances.
9. Location and dimension of all walkways, including materials
10. Scale, Date, North Arrow, Vicinity Map.
11. Footprint of all structures on adjacent parcels located within 100 feet of any property line of subject property and identify what these buildings are:” “residence”, or “garage”, or “shed”, etc..
12. Streets and Alleys:
  - a. Location, name, centerline, pavement surface and right-of-way widths for all existing and proposed streets and alleys.
  - b. Existing frontage improvements (curbs, gutters, sidewalks, public right-of-way, edge of paving, etc.)
  - c. Section of each existing and proposed street showing existing and proposed improvements.
  - d. Approximate existing and proposed street grades.
  - e. Spot elevations at intersections and key points.
  - f. Widths offered for dedication.
13. Location, intensity and detail of all exterior lighting (for commercial projects only)
14. Location, height and material of all property line walls and fences.
15. Location of all monument signs.
16. Utility Services: Location and approximate size of all existing and proposed utilities in the public right-of-way and how they will serve the site, including the following
  - a. Sanitary Sewer
  - b. Storm Drains
  - c. Water lines
  - d. Electricity
  - e. Cable TV
  - f. Telephone
  - g. Natural Gas



- h. Fire Hydrants
  - i. Street Lights
17. Preliminary grading and drainage plan which includes the following:
- a. Schematic of proposed drainage system including spot elevations in the parking areas.
  - b. Spot elevations which demonstrate proper conveyance to storm drains.
  - c. Location and elevation of all in-lot catch basins.
  - d. Proposed roof-peak line and slope.
  - e. Finish floor elevations.
  - f. Building pad elevations.

## **FLOOR PLANS**

- 1. Floor plans for each structure and each level shall be submitted.
- 2. Exterior dimensions for each structure and level shall be included.
- 3. Floor area totals for each floor and maximum seating if a restaurant, conference area, or similar use.
- 4. For non-residential, each room labeled as to its proposed use.

## **BUILDING ELEVATIONS**

- 1. Complete elevations of all structures.
- 2. Indicate all building materials.
- 3. Color chips or an accurate color rendering to clearly illustrate all colors.
- 4. All exterior dimensions including height. Building height is restricted according to what zoning district is located in. Building height vertical distance is the average level of the highest and lowest point of that portion of the lot covered by the structure to the apex of the structure.
- 5. Floor areas shall be clearly noted.

## **LANDSCAPE PLAN**

- 1. All existing and proposed landscaping. NOTE: All areas not specifically designated for building, parking or circulation must be landscaped. Trees for shading are to be a major landscape element.
- 2. Type and planting size of vegetation, including genus, species and common name.
- 3. Show refuse areas, including location, size and elevation of enclosure.
- 4. Since this is a preliminary plan only, no irrigation plan is required at this time. However, the plan should note that an underground irrigation system to meet City requirements shall be installed.

Monterey County Health Department  
1270 Natividad Road, Room B301  
Salinas, CA 93906  
(831) 755-4511  
Fax (831) 755-8954

Jurisdiction Name \_\_\_\_\_  
Use Permit # \_\_\_\_\_  
Or  
Building Permit # \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Phone # \_\_\_\_\_

## HAZARDOUS MATERIAL QUESTIONNAIRE

Business Name \_\_\_\_\_ Type of Business \_\_\_\_\_  
Site Location \_\_\_\_\_ City \_\_\_\_\_ APN: \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Business Contact \_\_\_\_\_  
Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
Property Owner \_\_\_\_\_  
Name \_\_\_\_\_ Phone Number \_\_\_\_\_

- Will your business/proposed project be using any hazardous materials such as oil, fuels, solvents, compressed gases, acids, corrosives, pesticides, fertilizers, paints or other chemicals?  
 Yes  No
- Will your business/proposed project be using hazardous materials in quantities of 55 gallons and above for liquids, 500 lbs. and above for solids and/or 200 cubic feet and above for compressed gases?  
 Yes  No
- Will your business/proposed project be using any quantities of acutely hazardous materials such as ammonia, chlorine, sulfuric acid, formaldehyde, hydrogen peroxide, methyl bromide or other restricted pesticides?  
 Yes  No
- Will your business/proposed project be using underground storage tanks to store hazardous materials?  
 Yes  No
- Will your business/proposed project be generating any quantities of hazardous waste such as waste oil, waste solvents, etc?  
 Yes  No
- Will your business/proposed project be emitting any hazardous air emissions?  
 Yes  No

### CERTIFICATION:

I declare under penalty of perjury, under the laws of the State of California, that the foregoing is true and correct to the best of my knowledge and belief.

### ANY QUESTIONS REGARDING THIS FORM CAN BE DIRECTED TO:

Monterey County Health Department  
Division of Environmental Health  
1270 Natividad Road, Room B301  
Salinas, CA 93906  
(831) 755-4511

Executed AT:

\_\_\_\_\_  
City, State

Print Name of Owner/Operator: \_\_\_\_\_

Signature of Owner/Operator: \_\_\_\_\_

### **For Local Jurisdiction Use Only:**

- Is there a known or proposed school, hospital, day care, or long term care facility within 1,000 feet of this site location?  
 Yes  No
- Is there a known or proposed school, hospital, day care, or long term care facility ¼ mile of this site location?  
 Yes  No

Health Department Clearance

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Air Pollution District Clearance

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_