# **CERTIFICATE OF USE & OCCUPANCY APPLICATION**

# **TOWN OF LOS GATOS - COMMUNITY DEVELOPMENT DEPARTMENT CIVIC CENTER:**

110 E. MAIN STREET

[408] 354-6874 APPLICATION #:  1. ADDRESS OF SUBJECT PROPERTY:  2. APPLICATI REQUEST: Present or last known use: Has the space been vacant and/or unoccupied for more than five years? Proposed use (if retail, list nature / type of sales):  TYPE OF REQUEST (check one): Change of Occupancy (e.g. retailer) Use/Occupancy Clearance if Conditional Use Permit is required (no fee)  3. PROPERTY OWNER: Name: Phone: Address: City: State: Zip: I hereby certify that as the property owner I authorize the filing of this application. I understand that pursuant to the Town of Los Gotos Municipal Code, conditions of approval are binding upon both the applicant and property owner(s).  SIGNATURE OF PROPERTY OWNER: (or copy of signed lease agreement)  4. APPLICANT: (if same as above, check here) Name: Phone: Address: City: State: Zip: I hereby certify under penalty of perjury that all application materials and plans are true and correct.  SIGNATURE OF APPLICANT:   Planning   Pense recumment approved or details for the proposed		LOS GATOS, CA 95030			
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# TOWN OF LOS GATOS CERTIFICATE OF USE & OCCUPANCY

### Section 29.20.060. Certificate of Use and Occupancy

A Certificate of Use and Occupancy is required:

- 1) Before occupancy of any new building or commencement of any activity when Architecture and Site Approval or a Conditional Use Permit is required (excluding single-family, two-family or accessory dwelling units).
- 2) Before any change of occupancy of land or buildings other than a change in residents of a dwelling or proprietors of a continuing business enterprise.

### **NOTE TO APPLICANTS:**

A Planning application must include certain minimum information before the application will be accepted as complete and processed for review. The applicant is responsible for submitting the information listed below as determined by the Community Development Department. All information, including plans, must be clear and legible.

The information contained in this application is considered part of the public record. Therefore, it will appear in both the public record file for the site address, which is available upon request, and on the permitting system on the official Town of Los Gatos website at <a href="https://www.losgatosca.gov">www.losgatosca.gov</a>.

# Checklist COMPLETED APPLICATION FORM - Form must include the signature of the property owner. (A signed rental/lease agreement may be substituted for the signature) APPLICATION FEE - Fee for proposed application based on Planning Fee schedule. PHOTOS and SITE PLAN – Necessary for seasonal sales uses. Site photos and site plan indicating location, dimensions, access, and business location and fencing on site (8 ½" by 11" or 11" by 17" format preferred). Temporary sign permits with fees and information are required for installation of temporary signs on site. Building/electrical/mechanical permits may also be required. HOLD HARMLESS AGREEMENT - Necessary only for Town owned property.