

CERTIFICATE OF USE & OCCUPANCY APPLICATION

TOWN OF LOS GATOS - COMMUNITY DEVELOPMENT DEPARTMENT

CIVIC CENTER:

110 E. MAIN STREET
LOS GATOS, CA 95030
(408) 354-6874

APPLICATION #: _____

1. **ADDRESS OF SUBJECT PROPERTY:** _____

2. **APPLICANT REQUEST:**
Present or last known use: _____ Date of 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 Use (e.g. retail to office)

_____ 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 Gatos Municipal Code, conditions of approval are binding upon both the applicant and property owner(s).

SIGNATURE OF PROPERTY OWNER: _____ **DATE:** _____
(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: _____ **DATE:** _____

FOR DEPARTMENT USE ONLY:

- Planning
 - Building
 - Engineering
 - Fire Marshall
 - Environmental Health Services
 - Other
- APPROVED DENIED

Please recommend approval or denial for the proposed use. If you should deny the application, indicate the reason(s) in the comment section below. Return the application to the Counter Technician.

CHANGE OF USE	
CUO1 / PLPERMIT	\$230.00
CUO1 / PLTRACK	9.20
CUO1 / PLANAP	23.00
TOTAL FEE	\$262.20

CHANGE OF OCCUPANCY	
CUO2 / PLPERMIT	\$ 155.00
CUO2 / PLTRACK	6.20
CUO2 / PLANAP	15.50
TOTAL FEE	\$176.70

COMMENTS:

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 www.losgatosca.gov.

Checklist

- 1) _____ COMPLETED APPLICATION FORM - Form must include the signature of the property owner. (A signed rental/lease agreement may be substituted for the signature)
- 2) _____ APPLICATION FEE - Fee for proposed application based on Planning Fee schedule.
- 3) _____ 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.
- 3) _____ HOLD HARMLESS AGREEMENT - Necessary only for Town owned property.