

APPLICATION FOR SHARED PARKING PERMIT

TOWN OF LOS GATOS - COMMUNITY DEVELOPMENT DEPARTMENT

110 E. MAIN STREET, LOS GATOS, CA 95030

PLANNING@LOSGATOSCA.GOV

408-354-6872

PLEASE SUBMIT APPLICATION WITH ALL REQUIRED DOCUMENTS VIA THE CITIZEN'S PORTAL:

<https://permits.losgatosca.gov/Login-and-Manage-My-Records>

1. APPLICANT: (If the application involves more than two applicants/property owners, fill out additional application(s).)

Name: _____ ☐ Business Owner ☐ Property Owner ☐ Property Manager

Phone Number: _____ Email: _____

Name of Business Requesting Permit: _____

Business Address: _____ (Parcel Number): _____

List those business names/unit numbers, hours of operation and number of spaces each business will use:

2. NAME OF PROPERTY OWNER (If same as above, check here ☐):

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

I hereby certify that I am the owner of record of the property described above, and that I approve of the action requested herein.

SIGNATURE OF OWNER: _____ **DATE:** _____

3. CO-APPLICANT:

Name: _____ ☐ Business Owner ☐ Property Owner ☐ Property Manager

Phone Number: _____ Email: _____

Name of Business Requesting Permit: _____

Business Address: _____ (Parcel Number): _____

List those business names/unit numbers, hours of operation and number of spaces each business will use:

4. NAME OF PROPERTY OWNER (If same as above, check here ☐):

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

I hereby certify that I am the owner of record of the property described above, and that I approve of the action requested herein.

SIGNATURE OF OWNER: _____ **DATE:** _____

FOR INTERNAL USE ONLY:

PAID STAMP:

Application No: _____

Received by: _____

Date Submitted: _____

	FEES PAID:
PARK090	
PLTRACK	
TOTAL	

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.

SUBMITTAL REQUIREMENTS

1. **Written Project Description:** Provide total number of existing parking spaces, number of spaces requested to be shared, their location, and how many spaces are available. Provide days and hours when sharing spaces will occur.
2. **Written Agreement Between Parties Involved:** Request template from project planner. Must include signature of each property owner.
3. **Verification of Ownership and Easements:** One (1) copy of a grant deed for each subject property. One (1) copy of preliminary title report for each subject property.
4. **One (1) Copy of Site Plan Showing Proposed Shared Spaces at Staggered Hours**
5. **One (1) Copy of the Parking Analysis for Site:** Provide business names, address/unit numbers, square footage of each unit, type of use, and parking requirements based on use as described in the Town Code Section 29.10.150.