



Central Permit Center • 555 Santa Clara Street • Vallejo • CA • 94590

Business License
707.648.4310

Building
707.648.4374

Fire Prevention
707.648.4565

Planning
707.648.4326

Public Works
707.651.7151

Major Use Permit

Appointments may be required for some Planning project submittals. Appointments must be made at least 24 hours in advance. Please call the main desk (707) 648-4326 to set up the appointment.

What is a Major Use Permit?

The City of Vallejo is divided into zoning districts which govern the uses that owners may have on their property. A conditional use permit is a Planning Commission approval allowing a use or activity not granted as a matter of right within a zoning district. It allows the City to evaluate uses which may be suitable only in certain locations or only if designed or operated in a particular manner.

What are some of the uses requiring a use permit?

Conditional uses subject to a use permit are identified in the Zoning Ordinance for each zoning district. For residential districts, projects requiring a use permit include: multi-family developments containing nine or more dwelling units, churches, recreational and educational facilities, and community services. For commercial areas, conditional uses vary according to the particular zoning district, but usually include service stations, fast food or take out restaurants, medical services, sale of alcoholic beverages, operation of a business between the hours of twelve (12 midnight) and six (6) a.m., and vehicle sales, leasing and repair.

Why do I need a Business License and a Use Permit?

The Business License is granted to the individual and is essentially a tax. The Use Permit is granted to the land/location after review of the use relative to certain criteria. A use permit may be transferred to a new business in the same location if there are no changes in the use.

What are the steps in the process?

You may request preliminary review of your project by the Planning Division and/or Technical Project Review Committee. This process takes approximately 3 weeks but can save time later by resolving issues early in the review. Please refer to the "Preliminary Review" handout.

A planner will review the application for completeness. State law requires that staff determine whether the application is complete within 30 days. Planning staff usually does this within 3 weeks, depending on workload.

Some use permit applications are subject to the Environmental Review process. If staff advises you that your project is subject to Environmental Review, please refer to the "Environmental Review" handout.

What is required for application submittal?

MAJOR USE PERMIT CHECKLIST

The following items must be submitted for a complete application. To ensure that all items are provided, please check off the box for each item that is shown. If an item is not applicable, write N/A next to the box. Incomplete applications will not be accepted.

- Application:** Completed planning application signed by the property owner and applicant.
- Fees:** A filing fee of \$_____.
A notice fee of \$_____.
- Description:** Detailed written description of your project/use which may include square footage of proposed and existing, Construction Type, Occupant Load, Occupancy Classification, Fire Sprinkler System: existing and/or non-existing, Days/hours of operation, Number of employees, Number of persons (if public assembly area), Restroom facilities, Trash/litter control methods, Storage, including any hazardous materials, On-site parking available to use, Proposed signs (sign application may be needed), Security and public safety measures, if applicable, Interior modifications to the building relative to the proposed use, Site Improvements and Utility Plan. (See VSFCD handout) and Site Development Plan including site improvement and utility plans (for vacant lots).
- Supplemental questionnaire** refer to “Major Use Permit Supplemental Information”.
- Plans:** Three (3) sets of 24” x 36” (full-size) plans: Site plan, building elevations, utility site plan and floor plans. Please refer to the “How to Draw a Site Plan” handout. Also, please provide one 8 ½ x 11 reduction of all plans. Plans must show all structures, street rights of way, driveways and vegetation within 100 feet of subject parcel. The plans must indicate the proposed occupancy classification, occupancy load and show buildings less than 20 feet from property line. Landscaping both existing and proposed.
- Electronic Plans:** A flash drive or CD of all full-size plans in pdf format.
- Site Photos:** Color photos showing the existing property and the adjacent properties.

How long does the approval process take?

A planner will review the application for completeness. State law requires that staff determine whether the application is complete within 30 days.

Upon submittal of a complete application, planning staff will route the plans to the appropriate departments and agencies for comments. These may include Public Works, Fire Prevention, Vallejo Sanitary and Flood Control District (VSFCD) and others. A project will then be scheduled for a public hearing before the Planning Commission once the application is accepted as complete.

What is involved in a public hearing?

At least 10 days (21 days if an Initial Study has been prepared) prior to the Planning Commission hearing, property owners within 500 feet of the boundaries of the subject property will be notified of the public hearing.

At the hearing, the Commission will consider the information provided by the Planning Division staff and hear comments from the public. After the public hearing portion of the meeting is concluded, the Commissioners will use the information presented to make a decision on your request. Their decision may be to approve, conditionally approved or denied the project.

Can a decision be appealed?

Yes, the Planning Commission decision can be appealed to the City Council. To appeal, the appellant shall submit a letter stating the reasons of the appeal and how it affects them. The appeal must be filed with the City Clerk within 10 calendar days after the Planning Commission action. A public hearing will then be set for the City Council to consider the appeal. The hearing would occur within 30 days of the appeal.

If no appeal is filed within 10 days of the Planning Commission action date, the project determination is final.

When are hearings held?

The Planning Commission usually holds public hearings on the first and third Mondays of each month at 7:00 p.m. in the City Council Chambers, 555 Santa Clara Street.

The City Council usually holds public hearings the second and fourth Tuesdays of each month at 7:00 p.m. in the City Council Chambers, 555 Santa Clara Street.

When does my use permit expire?

Use permit approval is valid for 24 months unless authorized construction has begun prior to the expiration date. If a use permit is approved in conjunction with an approved tentative map of 5 or more lots, it may be extended an additional 36 months.

What do I need after my Use Permit approval?

The Planning Commission Staff Report will typically contain several Conditions of Approval from several departments and agencies that will need to be satisfied in addition to conditions from the Planning Division. For example, you may have to comply with certain conditions from the City's Water Division to receive water service and conditions from VSFCDD to receive a sewer connection and/or conditions from the City Engineer. Additionally, you may be required to secure a grading permit and an encroachment permit, and Construction Plans for Site Improvements from the Public Works Department and a building permit, from the Building Division.

The following additional handouts or approvals may be useful or necessary to you:

1. Processing your project through VSFCDD – Contact VSFCDD at 644-8949
2. Approval of site improvement plan by VSFCDD – Contact Water 648-4307, Fire 648-4474, Public Works 648-4315
3. Guidelines for obtaining a grading permit – Contact Public Works at 648-4315
4. Building permit application & fees – Contact Building at 648-4374
5. Landscaping/Irrigation Standards – Refer to the Landscape/Irrigation Standards handout
6. On-Site/Off-Site Improvement Plans – Contact Public Works at 648-4315

What if I need more information?

For further information please contact the City of Vallejo Planning Division at (707) 648-4326.

Major Use Permit Supplemental Information

If you are applying for the sale of alcoholic beverages, you must also complete "Off-Site Sale of Alcohol Supplemental Questionnaire".

PROJECT INFORMATION

PROPERTY ADDRESS _____

ASSESSOR'S PARCEL NO. _____

PURPOSED USE

DESCRIPTION OF PROPOSED USE (include products/services provided, alcohol sales, etc.)

Additional Licenses/Approvals Required: State: _____ Regional _____

BUILDINGS

Existing Gross Floor Area _____ Portions Thereof to be Used _____ New Construction _____

PARKING Current Spaces _____ Proposed Spaces _____

TYPICAL OPERATION – Complete for all uses, as applicable.

Days of Operation _____ Hours of Operation _____

Number of Full-time Employees _____ Number of Part-Time Employees _____

Outdoor Activities (storage, work areas, etc.) _____

Hazardous or Volatile Materials _____

SUPPLEMENTAL INFORMATION FOR SELECTED USES

Medical Services: # of Full-time Practitioners _____ # of Additional Full-time Employees _____

Religious Assembly: Number of Fixed Seats (20" of pew = 1 seat) ___ or Gross Floor Area w/o seats ___

Day Care: Name & Address of Agency of Licenses Operator & Facility

Maximum Number of Persons to be cared for Under the License _____

Number of Persons Residing Full-time in the Facility _____

Off-Site Sale of Alcohol Supplemental Questionnaire

Prior to the Planning Commission hearing to consider your application, you are encouraged to meet and discuss your proposal with the Vallejo Police Department, Crime Prevention Division, the local neighborhood associations, surrounding property owners and local businesses in the area.

Applicant Name: _____ Phone No.: (____) _____

Business Name: _____

Business Address: _____ Phone No.: (____) _____

What type of Business?

- | | |
|--|---|
| <input type="checkbox"/> Specialty Shop | <input type="checkbox"/> Convenience Market |
| <input type="checkbox"/> Gas Station | <input type="checkbox"/> Market |
| <input type="checkbox"/> Liquor Store | <input type="checkbox"/> Supermarket |
| <input type="checkbox"/> Other (explain) | |

What type of ABC license will you be applying for?

- Type 20 – Off –sale beer & wine
- Type 21 – Off-sale general
- Other (specify)

What hours will your business be open?

What hours will your business be selling alcohol?

What is the square footage of the store (gross floor area)? _____

What will be the square footage dedicated to the sale of alcohol items? _____

Indicate which of the following ways of eliminating graffiti you are planning on using:

- Planting vines next to fences
 - Inspecting fences and the outside of building regularly for graffiti
 - Paint wall and other surfaces with "anti-graffiti" coating
 - Paying a staff member to paint over the graffiti or painting it myself
 - Paying a paint contractor to paint over the graffiti
 - Other (specify)
-
-

The Zoning Ordinance regulates the size, location and type of signage that may be used by a business. Please indicate which of the following methods of advertising you intend to use for your facility (separate sign permits will be required. Refer to the Sign Permit Handout):

- Sign painted on building wall
- Non-illuminated sign attached to building
- Illuminated sign attached to building
- Free-standing sign

Temporary window signs may not occupy more than 15% of the ground floor window area. Which, if any, of the following sign(s) do you intend to use:

- Hand-letter window signs
 - Neon window signs
 - Posters provided by the alcohol beverage distributors
 - Other (specify)
-
-

Security: Please indicate below which of the public safety measures you intend to use at your facility:

- Locate cash register so it is visible from street
 - Video camera monitoring
 - Bullet resistant glass surrounding cash register
 - Post "No Loitering" sign
 - Discourage patrons from loitering
 - Security guard
 - Post police telephone numbers
 - Telephone police, if necessary
 - Pay phone for outgoing calls only
 - Iron window bars
 - Other (specify)
-

MAJOR USE PERMIT

Indicate how you intend to illuminate your parking areas and adjacent walkways: _____

Do you intend to place video arcade games in your facility? If so, how many? _____

What will be the number of employees? _____

Which company or individual are you planning on using for your "Responsible Beverage Service Training Program"? _____

The following optional questions pertain to issues which the City of Vallejo has no regulatory authority over. The questions are included as a matter of public information.

Which of the following types of alcoholic beverages do you intend to sell? Check all that apply

- Individual containers of beer, less than 40 oz
 - 40 oz beers
 - 6-12 packs of beer, ale or wine coolers
 - Cases of beer or wine
 - Malt liquor, 12 oz or greater
 - Kegs of beer
 - Individual containers of wine cooler
 - Low-price wines, 750 ml or larger
 - Wines, 750 ml or larger
 - Premium wines, 750 ml or larger
 - 6-12 packs of wine coolers
 - Individual containers of fortified wines, less than 500 ml
 - Fortified wines, any size
 - Distilled spirits, smaller than pint-size
 - Distilled spirits, pint-size or larger
 - Other (specify)
-
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Will any of the beverages you plan to sell be sold chilled? Yes No

Will the majority of your beverages be sold at discount prices? Yes No

What number/types of in-store promotional advertising supplied by alcohol distributors will you be using? _____

MAJOR USE PERMIT

List any similar businesses that you have owned or managed.

Business Name	Street Address	City	State	Dates of Ownership/Management

Do you have any Alcohol Beverage Control violations at any of the businesses you listed above? If so, please list the business name, the dates of any violations, the type of violation and the circumstances under which it occurred:
