

File # \_\_\_\_\_

Encompass # \_\_\_\_\_



**City of Gilroy**  
COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING DIVISION  
7351 Rosanna Street, Gilroy CA 95020  
(408) 846-0440 (408) 846-0429 (fax)  
[www.cityofgilroy.org](http://www.cityofgilroy.org)

## Downtown Special Use Permit Application

### 1. Property Owner Information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

### 2. Primary Business Information (which will be considered the applicant/permittee)

Name of Business: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of Business: \_\_\_\_\_ Phone: \_\_\_\_\_

General Manager Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

General Managers Phone Number where he/she can be reached at all times: \_\_\_\_\_

**I herby certify that the information in the application package submitted is complete to the best of my knowledge:**

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

### 3. Venue location (if different from Primary Business Information)

Name of Business: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of Business: \_\_\_\_\_ Phone: \_\_\_\_\_

General Manager Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

### 4. Secondary Business/Promoter (if applicant is not Property or Primary Business Owner)

Name of Business: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of Business: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

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## 5. Property Information

Zoning designation: \_\_\_\_\_ Assessor's Parcel Number: \_\_\_\_\_

Present Use of Property: \_\_\_\_\_

## 6. Proposed Use Information: Please provide the following additional information regarding the proposed use:

Operational plan indicating such information as the proposed days and hours, if food service is to be provided, anticipated attendance, and other information as may be reasonably required in review of the application

Detailed description outlining the proposed use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 7. Filing fee (see Planning Application Fee Schedule)

## 8. Submittal Requirements

1. Site plan of a suitable scale and clarity to include (see attached sample)
2. Location and dimensions of existing buildings and improvements
3. Layout of the proposed use including: floor plan identifying all rooms, all entrances and exits, the performance area, and the dance floor area, and seating arrangements
4. Security, lighting, parking plans

### **PLEASE NOTE**

**If this application is approved, a City of Gilroy Business license is required for both the business location and the promoter**

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### **PLANNING DIVISION USE ONLY**

Date Filed: \_\_\_\_\_ Fees: \_\_\_\_\_ By: \_\_\_\_\_

Notes/Comments \_\_\_\_\_

\_\_\_\_\_

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**Downtown Special Use Permit Site Plan Example**

