



# Town of Ross

## Planning Department

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### COMMERCIAL DISTRICT USE PERMIT APPLICATION

**Filing Fee: \$300**

*Legal Owner of Parcel* \_\_\_\_\_

*Mailing Address* \_\_\_\_\_

*Home Phone* \_\_\_\_\_ *Business Phone* \_\_\_\_\_

*Fax* \_\_\_\_\_ *Email* \_\_\_\_\_

**Assessor's Parcel Number** \_\_\_\_\_

**Parcel Address** \_\_\_\_\_

*Applicant (If not owner)* \_\_\_\_\_

*Mailing Address* \_\_\_\_\_

*Home Phone* \_\_\_\_\_ *Business Phone* \_\_\_\_\_

*Fax* \_\_\_\_\_ *Email* \_\_\_\_\_

### Proposed Use

A Commercial District Use Permit is hereby requested to permit the following: \_\_\_\_\_

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\_\_\_\_\_

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**Proposed Use (Continued...)**

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Net rentable square footage\_\_\_\_\_

Number of persons working on site\_\_\_\_\_

Work days and hours\_\_\_\_\_

Number of client or customer visits per day\_\_\_\_\_

Number of parking spaces available for the proposed use\_\_\_\_\_

*Applicant will be billed for any additional Town Consultants' time in excess of base fee amounts. A completed application accompanied by the filing fee is necessary for consideration of the Commercial District Use Permit request. **In any case where a permit has not been used within one year after the date of granting thereof, then without further action by the Town Council the use permit shall be null and void.***

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**Mandatory Findings**

Before granting any use permit, the Council must find that the establishment, maintenance, or conducting of the use for which the use permit is sought will not, under the circumstances of the particular case, be detrimental to the health, safety, morals, comfort, convenience, or general welfare of persons residing or working in the neighborhood of the use and will not, under the circumstances of the particular case, be detrimental to the public welfare or injurious to property or improvements in the neighborhood.

In granting any use permit under the provisions of this chapter, the Town Council shall designate such conditions in connection therewith, as will, in its opinion, secure substantially the objectives of protection to the public welfare and property or improvements as hereinbefore set forth.

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**Signatures of Owner and Applicant**

I HEREBY CERTIFY under penalty of perjury that I have made every reasonable effort to ascertain the accuracy of the data contained in the statements, maps, drawings, plans, and specifications submitted with this application and that said information is true and correct to the best of my knowledge and belief. I further consent to any permit issued in reliance thereon being declared by the Town Council to be null and void in the event that

anything contained therein is found to be erroneous because of an intentional or negligent misstatement of fact.

I HEREBY FURTHER CERTIFY and agree that if a use permit is granted by the Town Council, under the provisions of the Ross Municipal Code, I shall abide by the conditions set forth in such use permit, and all other applicable rules, regulations, ordinances, and laws governing such use and/or buildings; and that this use permit application, if granted, may be recorded by the Town of Ross.

I HEREBY FURTHER CERTIFY that I have read the Commercial District Fact Sheet and understand the use permit processing procedures and application submittal requirement.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

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**Town Email List**

If you would like to receive copies of upcoming Town Council agendas and other items of interest to Ross residents please give us your email address below.

*Email(s)* \_\_\_\_\_

\_\_\_\_\_

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**Alternate Format Information**

*The Town of Ross provides written materials in an alternate format as an accommodation to individuals with disabilities that adversely affect their ability to utilize standard print materials. To request written materials in an alternate format please contact the Town Administration office at (415) 453-1453, extension 105.*

## COMMERCIAL DISTRICT USE PERMIT FACT SHEET

### Definition

The local service commercial district classification is applied to properties which constitute a compact, centrally located land area *containing local service commercial uses necessary for the convenience of town residents*. All uses within this district are required to secure a use permit.

### Filing Fee

\$300, no part of which is refundable. A fee of \$300 will be charged for renoticing a hearing. Any continuation or modification of a use permit requires renoticing. Fees for the review of the application by Town Consultants will be billed to the applicant at cost.

### Mandatory Findings

- 1) The use is consistent with the public welfare.
- 2) The use is not a detriment to neighborhood character.
- 3) The property is suitable for the proposed use.
- 4) Adequate consideration has been given to assure the protection of the environment.
- 5) Traffic generation of the proposed use will not unreasonably burden municipal improvements or services.
- 6) The use is consistent with the general plan & zoning code.
- 7) Adequate consideration has been given to assure conservation of property values, the suitability of the particular area for the proposed use and the harmony of the proposed use with the planned development and future land use of the general area.

### Time Frame for Processing

The Commercial District Application will first be reviewed for completeness. This review will not exceed 30 days. Once the application has been determined to be complete, it will be placed on the next available agenda space for a hearing before the Ross Town Council. The Town Council ordinarily meets the second Thursday of each month at 7 p.m.

### Submittal Requirements

1. Three complete Commercial District Applications.
2. \$300 Filing Fee
3. Three full size copies and six half size copies, drawn to scale of plans determined necessary by the town staff to evaluate the project.
4. Every person who engages in any business, trade or occupation within the Town is required to obtain a business license from the Town. A license is required even if the business is not located within the Town of Ross. All professionals associated with planning applications must obtain their required business licenses in conjunction with the planning review of their application.

**The Town of Ross will mail notice of the proposed use to property owners within 500 feet of the subject property.**