



City of Hollister Community Development Department

339 Fifth Street, Hollister CA
(831) 636-4360
planning@hollister.ca.gov

For Department Use Only

Date Received:

Application No:

ZONING VERIFICATION APPLICATION FOR COMMERCIAL BUSINESSES

Required prior to establishing a business, making a tenant improvement, or changing a business location.

PLEASE READ: IMPORTANT NOTICE TO APPLICANT

Dear Applicant:

In order to obtain a City business license, your zoning application must be approved by the Planning Division. This application allows the Planning Division to verify that your business is both permitted at your proposed location and that you have obtained any necessary use permit approvals prior to starting your business operations. **You must submit a separate business license application** with the appropriate fee to the City's Business License Division located at 327 Fifth Street (831.636.4301 / businesslicense@hollister.ca.gov).

Notification of your zoning verification approval may be made to other City departments such as Fire and Police. You may be contacted soon by one or more of these City offices if there are any specific departmental requirements or other application processes which must be met relative to the business. One or more of the following items may apply to this approval:

- Any **signs** placed on the property or building are subject to the City's review and approval prior to installation. If a comprehensive sign program exists for your location, your business signs must conform to that program. Please contact the Planning Division (831-636-4360 / planning@hollister.ca.gov) for further information.
- **Exterior improvements** must be reviewed by the Planning Division prior to commencement of work. Please contact the Planning Division (831-636-4360 / planning@hollister.ca.gov) for further information.
- **Outdoor Dining** must be reviewed by the Planning Division prior to occupying existing outdoor dining areas or establishment of new outdoor dining areas. Please contact the Planning Division (831-636-4360 / planning@hollister.ca.gov) for further information.
- **Parklets** in the **public right-of-way** require an additional City agreement and insurance coverage. Please contact the City Managers Office (831-636-4300 / coh.manager@hollister.ca.gov) for further information.
- Any **tenant improvements** at your location may require building permits. For certain businesses, such as food establishments, the payment of **additional sewer fees** may be required. Please contact the **Building Division** (831-636-4340 / building@hollister.ca.gov) for further information.
- Certain types of uses require the installation of a special **backflow prevention** device at the water meter. Please contact the **Building Division** (831-636-4340 / building@hollister.ca.gov) for further information.
- Certain businesses (dry cleaners, auto body shops, gas stations, etc.) will require approval of an **air quality permit** prior to operation. Please contact the **Monterey Bay Air Resources District** (831-647-9411) for further information.
- If your business utilizes any hazardous substances, you may be required to obtain a **hazardous materials** permit. Please contact the Fire Department (831-636-4325 / hdinfor@hollister.ca.gov) for further information.
- Any business located in the **Airport Safety Overlay Zone**, may be required to submit an Airport Land Use Commission application. Please contact San Benito County Airport Land Use Commission (831-636-7665x206 / sborick@sanbenitocog.org) for further information.
- Any proposed **Cannabis Facility** must be reviewed by Cannabis Affairs. Please contact Cannabis Affairs (831-636-4360x1253 / cannabisaffairs@hollister.ca.gov) for further information.

Zoning verification is based on the information provided on the zoning application form. Any changes may require further review and action by the City. Questions regarding this determination may be directed to the Planning Division (831-636-4360 / planning@hollister.ca.gov) or the Business License Division (831-636-4301 / businesslicense@hollister.ca.gov).

Good luck with your business endeavor!

APPLICANT INFORMATION					
Applicant Name					
Mailing Address					
City			State		ZIP
Email					Phone
BUSINESS INFORMATION					
Location of Business:					
		(Street Address)		(Suite No.)	(Zip Code)
Name of Business:					
Is this a:	☐ Hollister change of address ☐ Change of Ownership ☐ New business to Hollister				
Are you the Business Owner?					
☐ Yes ☐ No, Business Owner(s) name:					
Description of Business: Describe the business activities (e.g., automotive repair, retail sales, party supply rental, research and development, office, etc.) being conducted at the proposed location. Also describe any use of hazardous materials. Please be specific and include all proposed activities. Attach additional sheets as necessary.					
PRIVATE SCHOOL, TRADE SCHOOL, INDOOR RECREATION, AND TUTORING FACILITIES ONLY					
By initialing, you hereby understand the proposed business must comply with all applicable Federal, State, and local regulations. _____					
Number of participants/students: _____					

APPLICANT'S SIGNATURE & AFFIDAVIT

As part of this application the applicant hereby agrees to defend, indemnify and hold harmless the City of Hollister, its Council, boards and commission, officers, employees, volunteers and agents from any claim, action, or proceeding against the City of Hollister, its Council, boards and commission, officers, employees, volunteers and agents, to attack, set aside, void or annul an approval of the application or related decision, including environmental documents, or to challenge a denial of the application or related decisions. The applicant's duty to defend, indemnify and hold harmless shall be subject to the City promptly notifying the applicant of said claim, action or proceeding and the City's cooperation in the applicant's defense of said claims, actions or proceedings. The City of Hollister shall have the right to appear and defend its interest in any action through the City Attorney or outside counsel. The applicant shall not be required to reimburse the City for attorney's fees incurred by the City Attorney or its outside counsel if the City chooses to appear and defend itself in the litigation.

By Signing Below, I hereby certify that the application I am submitting, including all additional required information, is complete and accurate to the best of my knowledge. I understand that any misstatement or omission of the requested information or of any information subsequently requested may be grounds for rejecting the application, deeming the application incomplete, denying the application, suspending or revoking a permit issued on the basis of these or subsequent representations, or for the seeking of such other and further relief as may seem property by the City of Hollister.

Applicant Signature:

Date:

(OFFICE USE ONLY)

Zoning Designation:

Municipal Code Use
Designation:

DETERMINATION:

☐ Approved

☐ Denied, Not Permitted

☐ Denied, CUP/APR/HO Needed

By:

Date:

SPECIFIC CONDITIONS:

☐ This approval is granted subject to the conditions of approval of **Planning Permit No.** _____ which was approved for your location.

☐ This approval is subject to the following restriction(s) and/or clarification(s): _____
