



City of Dublin Zoning Clearance Application Cottage Food Operation

PROJECT INFORMATION

Applicant Name (Print or Type): _____ Phone: _____

Project/Business Name: _____

Project Address: _____

Zoning: _____ General Plan Land Use: _____

A Dublin Business License is required to be submitted to the City of Dublin prior to establishing the Cottage Food Operation. Please initial that you have read and acknowledge this requirement. _____

A Registration/Permit Application for a Cottage Food Operation is required to be approved by the Alameda County Department of Environmental Health. Please initial that you have read and acknowledge this requirement.

The following is to be completed by the Planning Division:

For all residential land uses EXCEPT High Density Residential, are there any existing Cottage Food Operations within 300-feet of the Project Address? _____

For High Density Residential land uses, are more than 2% of the units already approved for a Cottage Food Operation? _____

PROPERTY OWNER INFORMATION

Property Owner's Name: _____ Phone: _____
(Print full name legibly.)

Property Owner Address: _____
(Include address, city, state and zip code.)

Signature: _____ Date: _____

ACKNOWLEDGEMENT OF APPLICANT

By signing below, I certify that I am the Property Owner of record, or I have the authorization of the Property Owner to file this application for a Zoning Clearance, and that the information contained in this application is true and correct. I further agree to the following:

- The Cottage Food Operation will be established within a residential dwelling as an accessory use that is incidental and subordinate to the residential dwelling. All activities associated with the Cottage Food Operation will be conducted entirely within the dwelling.

- Any alteration to the exterior appearance of the residence will not change the residential character of the home. All required Building and/or Planning permits will be obtained prior to making any alterations.
- The Cottage Food Operation will conform to all applicable codes, laws and regulations of the City, County, State and Federal Governments.
- The Cottage Food Operation may have one full-time equivalent employee, excluding individuals who reside in the home. A maximum of one employee, full-time or part-time, excluding individuals who reside in the home, may be employed on-site at any given time.
- The Cottage Food Operation may conduct on-site direct sales to customers from within the dwelling. Direct sales will not take place within an attached garage, detached accessory structure or outside of the dwelling. No more than one customer will be permitted on-site at any given time. On-site direct sales will only be conducted between the hours of 7am and 9pm. No on-site dining will be permitted.
- Off-street parking will be provided for the Cottage Food Operation in accordance with Section 8.76.080 (Parking Requirements by Use Type) of the Dublin Zoning Ordinance.
- One company vehicle may be parked at the residence in conjunction with a Cottage Food Operation. The vehicle will be no larger than ¾ ton in capacity unless otherwise approved by the Community Development Director. The company vehicle will not occupy a required parking space for the dwelling unless it also serves as my personal vehicle.
- The Cottage Food Operation will not change the residential occupancy classification as set forth in the Building Code nor will it reduce the fire safety classification of the residence. No flammable, explosive or hazardous materials will be stored at the residence unless approved by the Alameda County Fire Department.
- The Cottage Food Operation will not create or cause traffic, noise or other nuisances beyond those normal for a residential area or which may be perceptible at or beyond the property.
- There will be no outdoor storage or display of merchandise, equipment, appliances, tools, materials or supplies associated with the Cottage Food Operation.
- There will be no advertising signs, window displays, or other identification of the Cottage Food Operation on the premises other than the house number and/or nameplate as permitted by Section 8.84.140.D (House Numbers and Name Plates) of the Dublin Zoning Ordinance Sign Regulations Chapter.
- The Cottage Food Operation will not generate more than two delivery trips per day and no deliveries will be made between the hours of 9pm and 8am.
- Any violation of the Dublin Zoning Ordinance Cottage Food Operations Chapter is subject to enforcement and may result in revocation of the Zoning Clearance Permit.

Signature: _____ Date: _____

ZONING CLEARANCE APPROVAL: