



ZONING COMPLIANCE INFORMATION FORM

BUSINESS INFORMATION		PROPERTY OWNER INFORMATION	
Name*: <small>(*If the owner and/or applicant is an LLC, please complete Disclosure Statement on back)</small>		Name*: <small>(*If the owner and/or applicant is an LLC, please complete Disclosure Statement on back)</small>	
Address:		Address:	
City, State:		City, State:	
Zip Code:		Zip Code:	
Telephone:		Telephone:	
Description of Business Operation		Construction	
Total area of Business: (Sq. ft.)		Is this building currently vacant: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Office (Sq. ft.)		Is construction work required for new use? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Warehouse (Sq. ft.)		What is the area of the space to be improved? (Sq. ft.) Building permits may be required. Contact (510)620-6868	
Retail (Sq. ft.)		New Sign? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, sign permit is required. Contact (510)620-6706	
Home business: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, complete Home Occupation Form			
Please describe the business:			
Site Utilization <small>(Please explain Yes" answers)</small>			
Will business involve retail sales to walk-in patrons? <input type="checkbox"/> Yes - Explain: <input type="checkbox"/> No		Will loading dock be used? <i>If yes, Existing ____ New ____</i> <input type="checkbox"/> Yes - Explain: <input type="checkbox"/> No	
Will business provide service or repair? <input type="checkbox"/> Yes - Explain: <input type="checkbox"/> No -		Will business require a service or delivery vehicle? <input type="checkbox"/> Yes - Explain: <input type="checkbox"/> No	
Will business involve retail sales of alcoholic beverages? <input type="checkbox"/> Yes - Explain: <input type="checkbox"/> No		Will there be outside storage of good/materials? <input type="checkbox"/> Yes - Explain: <input type="checkbox"/> No	
Will radio/electronic transmissions emit from site? <input type="checkbox"/> Yes - Explain: <input type="checkbox"/> No		Will there be an outdoor trash collection area? <input type="checkbox"/> Yes - Explain: <input type="checkbox"/> No	
Submitted by: (Print Name)		Signature:	Date:
PLANNING DEPARTMENT USE ONLY			
Zoning District:		CUP Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Comments:			
Approved		Denied	
Staff Name:		Date	

Disclosure Statement for Limited Liability Companies

Whenever the owner of a property or the applicant for a City permit or license is a limited liability company (“LLC”), the LLC shall provide the City with the names and business addresses of any and all shareholders, directors, officers, members, managers, other authorized persons, partners, and “Beneficial Owners” of the applying LLC. A Beneficial Owner is any person or entity who: (1) exercises substantial control over the applying LLC; (2) owns 25% or more of the interest in the applying LLC; or (3) receives substantial economic benefits from the assets of the applying LLC. If any LLC shareholder, director, officer, member, manager, other authorized person, partner, or Beneficial Owner is itself an LLC or other business entity, the names and business addresses must also be provided for any and all shareholders, directors, officers, members, managers, other authorized persons, partners, and Beneficial Owners of that LLC or other business entity all the way up through each entity in the organizational chart until ultimate ownership by individual people is disclosed.

Name: _____

Title: _____

Address: _____

Name: _____

Title: _____

Address: _____

Name: _____

Title: _____

Address: _____

Check this box if additional ownership information is attached to this Disclosure Statement.

In signing this Disclosure Statement, I represent that the information submitted in this Disclosure Statement, and any attachments, is true and correct.

Signature: _____

Printed Name: _____

Title: _____

Date: _____