

**COTTAGE FOOD OPERATION PERMIT
SUBMITTAL CHECKLIST**

- Application for Development Review

- Zoning Certificate - Cottage Food Operation

- Please check one of the following:
 - Attached is my application submitted to the Alameda County Department of Environmental Health Food Safety Division for the proposed cottage food operation;

 - I have not contacted the Alameda County Department of Environmental Health Food Safety Division

- Narrative that addresses whether:
 - the proposed cottage food operation will include the involvement of: (i) a family member or household member of the cottage food operator; or (ii) a paid or volunteer individual involved with the cottage food products who works for the cottage food operation (see Cal. Government Code §113758);

 - the proposed use will involve: (i) direct sales to customers of cottage food products at the property; (ii) direct sales to customers off-site; (iii) direct sales at temporary off-site events such as holiday bazaars, bake sales, food swaps, farm stands, etc.; (iv) indirect sales to third party retailers at the property; (v) indirect sales to third party retailers off-site; and/or (vi) any other mode(s) or location(s) of sales;

 - there are any applicable covenants, conditions or restrictions applicable to the property allowing cottage food operations or similar home occupations;

 - the precise manner of compliance with each of the applicable provisions of Chapter 18.105 (Cottage Food Operations), together with any other data pertinent to the findings prerequisite to the granting of a permit, prescribed in Section 18.105.050 (see second page);

- An accurate, scalable floor plan of the residence showing:
 - areas registered and permitted by, or areas shown on application submitted to, the Alameda County Department of Environmental Health Food Safety Division for cottage food preparation, packaging and related exclusive storage;

 - all doors and exits; and

 - all vehicle parking spaces (e.g., garage, carport, etc.). *On-site parking in an apartment complex or other multi-family residence requires approval from the property owner, landlord, homeowners association or property manager. Said approval shall be included with the application for a cottage food operation permit.*

- An accurate, scalable drawing of the site showing property lines, existing streets, structures, driveways, pedestrian walks, and on- and off-site parking and loading areas.

The Zoning Administrator shall grant the permit if the proposed cottage food operation, as applied for or as modified, complies with the standards set forth in section 18.105.050 (below). Any action of the zoning administrator may be appealed to the Planning Commission.

18.105.050 Standards.

Cottage food operations shall be required to meet the following requirements:

A. Spacing. No cottage food operation shall be approved if: (1) the property line of the site of the proposed use is located within 300 feet and on the same street or the corner of a cross-street of the property line of any single family home where another cottage food operation is located; or (2) if the proposed use is located within the same building of an apartment complex or other multi-family housing (i.e. condominiums or townhomes) where another cottage food operation exists.

B. Parking and Loading Requirements. For single family homes, parking spaces in the property's garage or carport (if present) and driveway shall be provided for the actual parking demand created by the use, including parking spaces for the applicant's own vehicles, parking spaces for employees if employees are present, and one parking space for customers if direct sales on the property are proposed. For apartments and multifamily developments, the cottage food operator's designated space(s) shall be available for the actual parking demand created by the use, including parking spaces for the applicant's own vehicles, parking spaces for employees if employees are present, and one parking space for customers if direct sales on the property are proposed. On-site parking in an apartment complex or other multi-family residence requires approval from the property owner, landlord, homeowners association or property manager.

On-street parking spaces may be used for persons picking-up and/or delivering materials for the operation and third party retailers coming to the property if proposed.

If the proposed operation will involve loading of food products into vehicles, such loading may occur anytime within an enclosed garage when the garage door is shut. Hours for loading vehicles outside of a garage are limited from 8:00 a.m. to 6:00 p.m. Monday through Friday, and 10:00 a.m. to 4:00 p.m. on Saturdays and Sundays. Vehicles shall not idle when being loaded.

C. Noise Control. Cottage food operations shall not create noise levels in excess of those allowed in the applicable residential areas in the noise element of the general plan or in excess of those allowed in residential property by Chapter 9.04 of this code.

D. Size. Cottage food operations shall occupy no more of a residence than the lesser of: (1) thirty percent (30%) of the floor area of the dwelling excluding garage area; or (2) the area permitted by the Alameda County Department of Environmental Health Food Safety Division.

E. No Signage or Outdoor Sales. Cottage food operations shall not install or post signage or advertisements identifying the cottage food operation at the site or building where the operation is located. No outdoor sales shall be allowed at the site of the cottage food operation.

F. No dining. If direct sales are proposed at the site of the cottage food operation, no third parties or customers shall be permitted to dine at the cottage food operation.

G. Code Requirements. While the use of a residence for a cottage food operation shall not constitute a change of occupancy for purposes of building and fire codes, to the extent that building modifications are proposed (e.g. more walls for storage areas, new electrical panel for range) the cottage food operation shall meet all requirements of Title 20 (Buildings and Construction).