



Community Development Department – Planning Division

ADMINISTRATIVE USE PERMIT APPLICATION
Home Occupation / Cottage Food Industry Operation

APPLICANT INFORMATION

Name:
Address:
Telephone: Fax
E-mail:

PROPERTY OWNER INFORMATION:

Name:
Address:
Telephone: Fax
E-mail:

SITE INFORMATION:

Site Address:
Assessor's Parcel Number: Zoning District General Plan
If there is a homeowners association, list the association's business address:

Does your application include a request for a Reasonable Accommodation in accordance with Lompoc Municipal Code Chapter 17.536 ? Yes No

SELECT ONE TYPE:

A. Home Occupation

Type of business to be conducted:
Will the proposed business involve use of the home other than an office with a telephone and mailing address? Yes No If yes, please describe:
Will a vehicle be used for the proposed business? Yes No
Will the proposed business involve the use of any specialized equipment, which is not commonly found in a household? Yes No If yes, please describe:
List the types and quantities of any chemicals or hazardous materials, which will be stored or used on-site in connection with the proposed use.

B. Cottage Food Industry Operation

SBCO Health Permit No.

Type of Permit Requested: Class A – Direct Sales Class B – Direct & Indirect Sales
Product Name & Description:

The application for an Administrative Use Permit for Cottage Food Industry Operation (CFO) Permit shall include a dimensioned site plan and floor plan showing the following:

- Dimensioned Site Plan – showing location of dwelling unit on the property; location of parking for occupant, employee(s) and customers (if applicable). Include adjacent streets and indicate surrounding uses on the plan (size to be no smaller than 8-1/2 x 11 inches nor larger than 11 by 14 inches)
Dimensioned Floor Plan of Interior of Dwelling Unit – showing entire dwelling unit and identifying spaces within the unit where the Cottage Food Operation will occur, including square footage of the total space and square footage of the Cottage Food Industry Operation.

- a. Spacing: No Cottage Food Industry Operation shall be approved if: (1) the property line of the site of the proposed use is located within 300 feet on the same street or the corner of a cross-street of the property line of any single family home where another Cottage Food Industry Operation operates under an existing AUP; or (2) if the proposed use is located within the same building of an apartment complex or other multi-family housing (i.e. condominium or townhome) where another Cottage Food Industry Operation operates under an existing AUP (CFO);
- b. Parking and Loading Requirements: For single family homes, parking spaces in the property garage or carport and driveway shall be available for the actual parking demand created by the use, including parking space for the applicant's own vehicles, parking spaces for employee(s), if employees(s) are present, and one parking space for customers if direct sales on the property are proposed. For apartments and multi-family 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 employee(s), if employee(s) 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.
- c. Size: Cottage Food Industry Operations shall occupy no more of a residence than the lesser of (1) thirty percent (30%) of the floor area of the dwelling excluding the garage area; or (2) the area permitted by SBCO Permit.

CONDITIONS OF APPROVAL:

All businesses, which are granted an Administrative Use Permit for Home Occupation or Cottage Food Industry Operation must be operated in accordance with the attached Standard Conditions of Approval (Lompoc City Code Section 17.404.110) and additional conditions may apply where appropriate. The Administrative Use Permit only valid at the address stated on the issued permit and is not transferable, change of residence will require a new Administrative Use Permit.

CONSENT OF PROPERTY OWNER OR AUTHORIZED AGENT:

I (We) consent to the submission of this application.

Signature of Property Owner or Agent Date

APPLICANT'S VERIFICATION:

I (We) hereby declare under penalty of perjury under the laws of the State of California that the foregoing information is true, complete, and correct. If an Administrative Use Permit for Home Occupation or Cottage Food Industry Operation pursuant to this application is issued, I agree to comply with all the attached standard conditions and any additional conditions issued on the permit.

Signature of Applicant

Date

Signature of Applicant

Date

Staff Use Only

Date Application Received: _____

Standard Conditions Signed: _____

File Number: _____

Fee as of February 5, 2024 \$130.00

Account Number: 110RFG-462860

Name (Staff Member)

City Treasury Stamp here

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Standard Conditions – Cottage Food Operation Permit

Permit No. AUP _____ Address: _____

The following Standards shall be the Conditions of Approval for each Administrative Use Permit for Cottage Food Industry Operation. Additional conditions may be imposed by the Planning Manager if required to insure compatibility with existing neighboring residential uses. Consistent with the operational requirements set forth in California Health and Safety Code Section 114365 et seq., a Cottage Food Operation shall comply with the following:

1. All applicable provisions of the Municipal Code are made a part of the conditions of approval in their entirety, as if fully contained therein.
2. The CFO shall be registered with the Santa Barbara County Office of Environmental Health and conform with all regulations of AB 1616.
3. Food preparation shall take place entirely within the permitted area of the residence which is the private kitchen area with storage located in the same structure in residentially zone property.
4. Only foods defined as “non-potentially hazardous” are approved for preparation by CFOs. The California Department of Public Health will establish and maintain a list of approved cottage food categories on their website, which will be subject to change.
5. There may be one full-time equivalent employee (not counting family members or household members).
6. Class A CFOs are allowed to engage in direct sale, including up to two customers on-site at one time.
7. Class B CFOs may engage in both direct sale and indirect sale of cottage food products.
8. No Cottage Food Product preparation, packaging, or handling may occur concurrent with any other domestic activities, including, but not limited to, family meal preparation, guest entertaining or dishwashing.
9. No infants, small children, or pets may be in the Registered or Permitted Area during the preparation, packaging, or handling of any Cottage Food Products.
10. Equipment and utensils used to produce Cottage Food Products shall be clean and maintained in a good state of repair.
11. All food contact surfaces, equipment, and utensils, used for the preparation, packaging, or handling of any Cottage Food Products shall be washed, and sanitized before each use.

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12. All food preparation and food and equipment storage areas shall be maintained free of rodents and insects.
13. No preparation, packaging, storage, or handling of Cottage Food Products and related ingredients and/or equipment shall occur outside of the Registered or Permitted Area.
14. Smoking shall be prohibited in the Registered or Permitted Area during the preparation, packaging, storing, or handling of Cottage Food Products and related ingredients and equipment.
15. A person with a contagious illness shall refrain from work in the Registered or Permitted Area of the CFO.
16. A person involved in the preparation of packaging of Cottage Food Products shall keep his or her hands clean and exposed portions of his or her arms clean and shall wash his or her hands before any food preparation or packaging activity.
17. Water used during the preparation of Cottage Food Products shall meet potable drinking water standards.
18. A person who prepares or packages Cottage Food Products shall complete a food processor course instructed by the California Department of Public Health within three months of becoming registered or permitted.
19. A CFO shall properly package and label all Cottage Food Products in compliance with the Federal Food, Drug and Cosmetic Act (21 U.S.C. Section 343 et seq.) and the Department's additional labeling requirements.
20. A CFO shall also comply with 17.404.110.D.5, 6, 7, 8, and 9.

I agree to comply with all the standard conditions and any additional conditions issued on the permit as required by the Planning Manager to insure compatibility with existing neighboring residential uses.

Applicant's Signature

Date