

**Food Services Special Use Permit (SUP)
Application Checklist**



A completed application includes the following:

All City forms available at Planning Division or <https://www.cityoflompop.com/government/departments/economic-community-development/planning-division/planning-applications-forms-and-submittal-checklists>

- Completed "General Application" form
- Property Owner permission
- \$349 fee payment according to Master Fee Schedule (Planning ♦ Fire)
- Completed "Agreement for Payment of Application Processing Fee"
- Site address _____ Lompoc, CA
(Street Number) (Direction) (Street)
- A written project description which includes type of use, proposed hours of operation and any additional information that will explain proposed use to staff (please use a separate sheet).

Site Plan:

- Seven (7) copies of a site plan (folded to a maximum size of 8 ½" x 14")** showing the location of the building and the required parking for the use(s):
 - Sheet size shall not be smaller than 11" x 17", nor larger than 24" x 36".
 - All dimensions shall be drawn to scale. The scale and north arrow shall be shown on all drawings.
 - Property lines and dimensions and setback distances.
 - Existing uses of adjacent properties.
 - Existing buildings and structure.
 - A vicinity map shall also be provided.
 - Assessor Parcel Numbers(s).
 - Parking calculations showing square footage of each use and required parking at the site.
 - Parking layout showing location of each stall, number of stalls, dimensions of typical stalls, back-up areas and drive aisles, driveway approaches, curb cuts, pedestrian access, utility vehicle access, and handicapped parking.

Floor Plan:

- Seven (7) copies of a floor plan (folded to a maximum size of 8 ½" x 14")** showing the interior layout of the building and the location of all uses:
 - Sheet size shall not be smaller than 11" x 17", nor larger than 24" x 36".
 - All dimensions shall be drawn to scale.

Standard Special Use Permit Conditions

Each food services Special Use Permit issued by the Planning Manager shall be subject to, and conditioned upon the following:

- A. The food services offered shall be limited to:
 - 1. Pre-packaged and pre-prepared foods;
 - 2. Delivery of foods to a location in the Wine Ghetto;
 - 3. Not served from a food truck (unless as an approved special event); and
 - 4. Foods brought to the location in the Wine Ghetto for an event by a licensed caterer.
- B. The food services area shall not exceed 749 square feet; provided, that the food services area may also include outdoor patio or deck areas that are not limited by the maximum square-footage and that do not reduce the number of available parking spaces.
- C. All activities related to the food services shall not directly or indirectly result in impacts to the City's wastewater system and may require upgrades to the sizing/number of grease interceptors and the submittal of a Base Line Monitoring report from the property where the food services are provided.
- D. All applicable provisions of the City's fire code and building codes (including right of entry, exiting, occupancy and occupant loads) shall be met.
- E. The food services area shall be depicted on plans submitted with the application (including a floor plan depicting all seating areas) for review by the City prior to building occupancy.
- F. All applicable provisions of the City's Storm Water Quality Management provisions shall be met.
- G. The permittee shall participate in a food scraps recycling program if required by the City's Solid Waste Division in order to meet California mandates to reduce organic wastes sent to a landfill.
- H. All City-required business taxes for each type of business conducted on the property where the food services are provided shall be kept current.
- I. A permit from the Santa Barbara County Health Department (SBCHD) must be obtained (unless deemed exempt by the SBCHD) prior to the issuance of a food services Special Use Permit.
- J. The applicant must demonstrate, and the Planning Manager shall verify, that the conditions of the Alcohol Beverage Control licenses located in the same building allow for food services where wine tasting rooms are located.
- K. Each customer and invitee who partakes of any food service offered by the permittee must be present at that subject wine-related business for the primary purpose of partaking in a wine-related service offered by that business.
- L. The food services shall be an accessory use provided in conjunction with an operation providing wine tasting, wine processing/production, wine storage or other use directly related to the wine industry.
- M. The food services shall only be open for customers and invitees during the period the wine-related use required by subdivisions K. and L., above, is open to the general public.

- N. Each food services Special Use Permit shall be for no longer than one calendar year after issuance and may be renewed for additional one-year periods. Upon the adoption and commencement of the comprehensive zoning ordinance update, the food services Special Use Permit shall become null and void.
- O. No food services Special Use Permit shall be renewed if the permittee has not complied with all the applicable conditions of the food services Special Use Permit and this chapter.
- P. The food services Special Use Permit shall be issued only to an individual and to that individual for only one premises.
- Q. The permittee shall sign a statement agreeing to comply with all the conditions of the food services Special Use Permit and this chapter and acknowledging the temporary nature of the food services Special Use Permit and the fact that the food services Special Use Permit may be revoked or become null and void.
- R. The food services Special Use Permit shall not be transferrable to any other person.
- S. The food services operation shall be in substantial compliance with the approved site plan and floor plan.
- T. Upon reasonable notice to the permittee, the Utility Director, Fire Chief, Fire Marshal, Building Official, Planning Manager, Senior Code Enforcement Officer or any of their designees may inspect the premises at any time for which the food services Special Use Permit was issued to ensure all the conditions applicable to the food services Special Use Permit are being met. If the person conducting the inspection determines one or more conditions are not being met, then the Planning Manager may revoke the permit (i) upon providing the permittee written notice of any failure(s) to comply with all the conditions and the permittee does not completely correct the failure(s) within 3 days after receipt of that notice, or (ii) the Planning Manager had provided notice of failure(s) to comply with any condition of the food services Special Use Permit within the immediately preceding 12 months. Upon receipt of notice of the revocation, the permittee shall immediately cease operations of the food services. The decision to revoke a food services Special Use Permit may be appealed to the City Council, but only for the City Council to determine whether the conditions of the food services Special Use Permit and this chapter were followed. While the appeal is pending, no food services shall be conducted on the subject property or by that permittee.
- U. If the City Council adopts any amendments to this code that apply to food services in the Wine Ghetto, then every food services Special Use Permit issued pursuant to this chapter shall become immediately null and void, unless the permittee complies with all those amendments to the code within 3 business days after receipt of written notice from the Planning Manager. That determination by the Planning Manager is final and not appealable.

Be advised that additional Conditions may be placed on a Special Use Permit.

- Notes:**
- 1) Special Use Permits generally require circulation to various City departments for review and approval. This process can take up to fourteen (14) days depending upon availability of staff.
 - 2) The applicant must appear before staff and sign agreeing to conditions before issuance of Special Use Permit