



USE PERMIT SUPPLEMENTAL QUESTIONNAIRE

PROJECT ADDRESS: _____

Size of Tenant Space (sq. ft.): _____

The City of Albany Municipal Code has certain requirements for approving Conditional Use Permits. Your answers to these questions will help staff assess how to process your application. Please understand that this supplemental questionnaire will help staff to further work with you. Thus, we may have additional questions based on your responses below. Additionally, after your application is accepted for processing, staff and Planning and Zoning Commissioners (if applicable) will likely make at least one field visit to the Site and neighborhood.

1. What is/was the use in this building/tenant space prior to your proposal?

2. What are you proposing? Be sure to include all intended activities.

3. Are you proposing a massage establishment? __Yes __No

If "Yes" please be sure to provide the additional requirements:

- Copies of all massage therapists valid California identification cards/driver's licenses
- Copies of California Massage Therapy Council (CAMTC) certificates

4. What is the official business name (dba) proposed to operate on site?

5. What are the proposed hours and days of operation?

6. Maximum number of employees expected on site at any one time? Include owners/partners.

7. For instructional uses/assemblies of people/classes, etc. what is the maximum number of participants expected on site at any one time? _____

8. Do you have off-street parking? If so, how many dedicated spaces? _____

9. Will you have regular or frequent deliveries for your business? __Yes __No

If "Yes" describe the expected frequency and time of day for deliveries. Be sure to include where delivery vehicles will park.

Required Findings for Use Permit Approval ([§ 20.100.030.D](#))

Please note that the following findings must be made to approve a Use Permit:

1. **Necessity, Desirability, Compatibility.** The project's size, intensity and location of the proposed use will provide a development that is necessary or desirable for, and compatible with, the neighborhood or the community.
2. **Adverse Impacts.** The project's use as proposed will not be detrimental to the health, safety, convenience, or general welfare of persons residing or working in the vicinity, or physically injurious to property, improvements or potential development in the vicinity, with respect to aspects including but not limited to the following:
 - a. The nature of the proposed site, including its size and shape, and the proposed size, shape and arrangement of structures;
 - b. The accessibility and traffic patterns for persons and vehicles, the type and volume of such traffic, and the adequacy of proposed off-street parking and loading;
 - c. The safeguards afforded to prevent noxious or offensive emissions such as noise, glare, dust and odor;
 - d. Treatment given, as appropriate, to such aspects as landscaping, screening, open spaces, parking and loading areas, service areas, lighting and signs;
3. **Consistency with Zoning Ordinance, General Plan and Specific Plan.** That such use or feature as proposed will comply with the applicable provisions of this Chapter and will be consistent with the policies and standards of the General Plan and any applicable specific plan.

Feel free to provide any additional information about the proposed business that will assist in making these findings.