



**City of Santa Maria**  
**Community Development Department**  
(ON HERITAGE WALK)  
110 South Pine Street, #101  
Santa Maria, California 93454-5082  
Phone: (805) 925-0951, Ext. 2244

**TO: Prospective Businesses in the CM (Commercial/Manufacturing) Zoning District**

The CM district is designed and intended to provide for light industrial and limited commercial uses (primarily of a wholesale nature). The limited commercial uses are primarily wholesale activities.

In order to determine whether your business is allowed in the CM district, and to have a record of it, each prospective business owner/tenant is requested to file a description of the business with the Community Development Department. Please answer the following questions as they pertain to the business; use additional sheets, if necessary.

- a. **What is the name and proposed location of the business? State the street address and suite number.**

*Response:* \_\_\_\_\_

- b. 

Provide a conceptual floor plan of the tenant space, with dimensions and square footages for each area. Note what each area will be used for, i.e., office, assembly, storage, etc.
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- c. Is the business currently operating in the city of Santa Maria? If so, what is the address?

*Response:* \_\_\_\_\_

- d. What service does the business provide (i.e. wholesale lumber, widget manufacturing, etc.)?

*Response:* \_\_\_\_\_

- e. What finished product(s) is(are) to be manufactured, assembled, and/or stored on the property?

*Response:* \_\_\_\_\_

- f. What are the raw materials and products used in the processing operations?

*Response:* \_\_\_\_\_

- g. What machines and/or equipment are used on the property that are related to the business?

*Response:* \_\_\_\_\_

- h. Describe the method of operation of the business.

*Response:* \_\_\_\_\_

- i. What is the estimated number of truck deliveries per day?

Expected delivery hours? \_\_\_\_\_

Are loading docks to be provided?  YES  NO

j. State the days of the week and the hours of operation of the business.

Response: \_\_\_\_\_

k. How many employees are to be employed at this location?

Response: \_\_\_\_\_

How many employees are on each shift?

Response: \_\_\_\_\_

l. Will there be any outside storage of materials, equipment, or vehicles?

Response:  YES  NO

*If yes, provide a **site plan with dimensions** showing where outside storage will occur.*

m. Will there be any retail sales and/or any advertising or soliciting directed to the general public?

Response:  YES  NO

*If yes, respond to the following questions.*

1. Describe the frequency and circumstances, including the relationship to the primary industrial use(s), in which retail sales will occur. \_\_\_\_\_

\_\_\_\_\_

2. What percentage of retail sales is expected as compared to other sales? \_\_\_\_\_

\_\_\_\_\_

3. Will the general public be solicited to come to the facility in connection with the retail sales? \_\_\_\_\_

\_\_\_\_\_

*(NOTE: Section 12-16.03(f)(1) states that limited retail sales are allowed in the CM zoning district, but only when incidental to and directly related with the primary industrial, manufacturing or wholesaling uses permitted in the zone.)*

n. Do you have copies of printed brochures or other printed materials relating to the business and/or product?

Response:  YES  NO *If yes, attach copies of typical advertising.*

The permitted uses and the regulations of the CM zoning district are located in Chapter 16 of Title 12 of the Santa Maria Municipal Code.

**TO BE SIGNED BY OWNER OR OFFICER OF THE BUSINESS.**

I certify that the above business description is accurate and that I am authorized to sign this document in behalf of the owner or corporation.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_

Address & phone number \_\_\_\_\_

Title \_\_\_\_\_ or  Owner