



A Tradition of Stewardship
A Commitment to Service

Planning, Building & Environmental Services

1195 Third Street, Suite 210
Napa, CA 94559
www.countyofnapa.org

Planning Department Cottage Food Operation (CFO) Authorization

CFO Business Name:		Date:
CFO Address:	CFO City:	CFO ZIP:
Business Owner Name:	Home Phone:	Cell Phone:
Mailing Address (if different):	Mailing City:	Mailing ZIP:

Planning Permit Number:	Conditions attached: <input type="checkbox"/> Yes <input type="checkbox"/> No
Number of Employees Allowed:	Direct Sales Allowed From the Home: <input type="checkbox"/> Yes <input type="checkbox"/> No

The Cottage Food Operator listed above has provided all of the necessary materials to the Planning Department/Division and is approved to operate in accordance with any conditions issued by that Department/Division.

Planning Department/Division: _____

Printed Name of Planning Department Representative: _____

Signature: _____ Date: _____

COTTAGE FOOD ACT ZONING INFORMATION

Chapter 6.1 (commencing with Section 51035) is added to Part 1 of Division 1 of Title 5 of the Government Code requires cities and/or counties to allow cottage food operations by doing one of the following:

- (1) Classify a cottage food operation as a permitted use of residential property for zoning purposes.
- (2) Grant a nondiscretionary permit to use a residence as any cottage food operation that complies with local ordinances prescribing reasonable standards, restrictions, and requirements concerning spacing and concentration, traffic control, parking, and noise control relating to those homes. Any noise standards shall be consistent with local noise ordinances implementing the noise element of the general plan. The permit issued pursuant to this paragraph shall be granted by the zoning administrator, or if there is no zoning administrator, by the person or persons designated by the planning agency to grant these permits, upon the certification without a hearing.
- (3) Require any cottage food operation to apply for a permit to use a residence for its operation. The zoning administrator, or if there is no zoning administrator, the person or persons designated by the planning agency to handle the use permits, shall review and decide the applications. The use permit shall be granted if the cottage food operation complies with local ordinances, if any, prescribing reasonable standards, restrictions, and requirements concerning the following factors: spacing and concentration, traffic control, parking, and noise control relating to those homes. Any noise standards shall be consistent with local noise ordinances implementing the noise element of the general plan. The local government shall process any required permit as economically as possible. Fees charged for review shall not exceed the costs of the review and permit process. An applicant may request a verification of fees, and the city, county, or city and county shall provide the applicant with a written breakdown within 45 days of the request. The application form for cottage food operation permits shall include a statement of the applicant's right to request the written fee verification.