



# INSTRUCTIONS AND PROCESS FOR STABLE USE PERMIT APPROVAL (SECTION 17.18.140H)

Stables that were constructed prior to September 7, 2011, which were modified without permission and/or without building permits and which are used for other than agricultural and animal keeping uses, may be administratively approved with a "Stable Use Permit" and building permits for the modifications. Such structures may be approved without requiring an alternate area designated for a stable and corral. A Stable Use Permit grants stable structures the legal right to exist for uses not typical of a stable.

## ELIGIBILITY AND APPLICATION

To be eligible for a Stable Use Permit the structure must be:

- a. Legally constructed (with permission and building permits) prior to September 7, 2011,
- b. Not larger than 800 square feet,
- c. One story,
- d. Not located in any setback or front yard, except if in a permitted rear setback,
- e. Have a stable like appearance on the exterior (or can be modified to have a stable like appearance),
- f. Used for permitted passive "tack room" activities as defined in Section 17.12.200T (or can be modified to be used for permitted passive activities), and
- g. Have an adjacent area of minimum of 550 square feet usable for a corral.

In addition, the applicant for a Stable Use Permit is required to,

- a. for submitting a complete application, provide City staff and the building inspector access to inspect the stable and take pictures,
- b. obtain appropriate building permits for all portions of the structure that have been modified without building permits and for any modifications required as a condition of the Stable Use Permit, and
- c. not modify the stable further unless it is to accommodate permitted animals or to repair, reroof or maintain such stable within the existing footprint.

## STEPS IN THE APPROVAL PROCESS

1. The property owner, resident, and/or applicants' representative meets with staff prior to submitting the Stable Use Permit application.
2. Application is submitted to City including:
  - a. Application form and fee.
  - b. Building permits for the structure
  - c. Explanation of current use of the structure.
  - d. Site plan of the property showing property line, easement lines, setbacks, corral area and the stable structure and show the square footage of the stable and corral. (A covered porch is not counted towards the size of the structure).
  - e. Floor plan of the structure and elevation plans.
  - f. Names and addresses of adjacent property owners. (Adjacent means properties, which are separated from subject property only by a street, property line or easement).
  - g. Signed statements from at least one property owner of each adjacent property stating that he/she/they support or do not object to the current use of the stable and the continued use of the stable in the same manner.
3. City staff, including the building inspector, will visit the stable to take pictures on the inside and outside and advise the applicant regarding building permit requirements.
4. Within ten business days of visiting the site and in writing, staff will approve, conditionally approve or deny the Stable Use Permit.
5. After receiving a Stable Use Permit, if required, plans must be submitted to the Building and Safety Department for plan check and construction permits.

The City Manager or his/her designee shall refer the Stable Use Permit application to the Planning Commission for consideration if a statement from the adjacent property owner(s) is not received. A notice to all property owners within 1,000 foot radius will be sent at least ten days prior to the hearing. The applicant will be required to provide the names and addresses of the property owners within such radius.

The City Manager's decision may be appealed to the Planning Commission pursuant to Section 17.44.060 of the Zoning Ordinance. An appeal fee of 2/3 of the original application fee shall be required.

The Planning Commission's decision may be appealed to the City Council, pursuant to Chapter 17.54 of the Zoning Ordinance. An appeal fee of 2/3 of the original application fee shall be required for the appeal to City Council.



## APPLICATION FOR STABLE USE PERMIT

PROPERTY OWNER: \_\_\_\_\_

OWNER'S ADDRESS: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

AGENT'S NAME AND ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

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### NATURE OF PROPOSED REQUEST

Describe the proposed request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the current and proposed use(s) of the stable structure: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Year built: \_\_\_\_\_; submit copies of building permits

Size of stable structure: \_\_\_\_\_

Covered porch: \_\_\_\_\_

Adjacent corral: Yes \_\_\_\_\_ No \_\_\_\_\_ Size \_\_\_\_\_

**PROPERTY OWNER'S ACKNOWLEDGMENT**

I (We) declare that I (We) am (are) familiar with City's rules as they relate to this request and with the submittal requirements.

Incomplete applications will delay the approval process.

I (We) declare under penalty of perjury that the foregoing is true and correct.

By: \_\_\_\_\_ Date: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

**STABLE USE PERMIT NO:.** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**APPROVED:** \_\_\_\_\_

**NOT APPROVED:** \_\_\_\_\_

\_\_\_\_\_  
**DATE:**

\_\_\_\_\_  
**CITY MANAGER OR DESIGNEE**

**CONDITIONS OF APPROVAL OR REASONS FOR DENIAL:**

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\_\_\_\_\_  
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