

UAIZ APPLICATION CHECKLIST



Urban Agriculture Incentive Zones

General Program Requirements:

- ☐ Minimum contract term of 5 years
- ☐ Parcels must be between .1 and 3 acres (The City of San Jose only allows UAIZ on parcels between .1 and 1 acre in size)
- ☐ The entire property must be devoted to agricultural activities
- ☐ The parcel must be located in a zoning district where agriculture is permitted
- ☐ Dwelling units are not permitted, any buildings on site must be part of the agricultural use.
- ☐ The City of San Jose also requires proof of metered water service on site

Does your land fit this criteria?? Thinking about applying for UAIZ??? Read the application thoroughly and start preparing your supplemental materials!

Supplemental Application Materials:

☐ Legal Description - from the last 60-90 days for each parcel

For parcels with a new owner there should be a Title Report which contains a Legal Description within the past 90 days which can be submitted. For other parcels, a Legal Description can be generated by a licensed surveyor or civil engineer or a Title Company. This would be one of the Exhibits needed to be attached to the contract.

☐ Site Plan - Create a detailed site plan noting existing and proposed buildings, growing areas, types of agricultural activities on site, etc. *

You will need to submit two copies of your site plan. One 11x17 site plan for the Planning file if desired so it is easier to read and to be consistent with the County process. As well as an 8 ½x11 reduced size site plan attached to the contract. The smaller size is needed so that applicants can avoid paying an oversized page charge at the County Clerk Recorder when the contract is recorded. The County Clerk Recorder accepts documents up to 8 ½x14 for recordation but any page over 8 ½x11 triggers an oversized document fee that the applicant pays for the **entire** document being recorded.

***If the project involves more than one parcel there needs to be a site plan for each parcel.**

☐ Project Narrative - A detailed description of the on-site agricultural activity as it relates to the site plan

The narrative should be long enough to fully describe the project (e.g., brief introduction to the applicant, site plan layout such as the number of raised planter boxes & their dimensions, description of reuse of any buildings for storage of ag materials or supplies, types of crops anticipated, identify the hours of operation on the site, explain any events such as monthly sales, etc. Try to bring to life the site plan so it will be clear to the City and the County Ag Commissioner's Office what will likely be going on and when.