

**CITY OF ANTIOCH  
MINOR ADMINISTRATIVE USE PERMIT APPLICATION  
CHRISTMAS TREE & PUMPKIN SALE LOTS**



**PURPOSE**

An Administrative Use Permit (AUP) is required for temporary Christmas tree and pumpkin sale lots. These sale lots shall generally be allowed only on undeveloped parcels; however, the use of a developed parcel may be considered if it can be shown that the operation of the sale lot will not negatively impact the existing circulation and/or parking scheme. Parking areas are to be provided with a surfacing approved by the City Engineer that will prevent the tracking of mud or dust onto the public right-of-way.

**PROCESS**

Processing of an Administrative Use Permit application takes approximately 3 weeks from the time staff receives all of the required materials. Please submit your application and all requirements (listed below) THREE WEEKS prior to your event. Applications submitted less than three weeks prior to the date requested will be reviewed as staff time allows and the City reserves the right to deny the application if staff is unavailable to review the permit.

Please be aware that planning applications will be automatically withdrawn if an applicant receives an incomplete letter and does not resubmit a substantive response within 120 calendar days. The Zoning Administrator may grant a written extension for up to an additional 90 calendar days when the applicant shows good cause for an extension. Delays due to circumstances outside the applicant's reasonable control will be considered good cause to grant the extension.

**SUBMITTAL should be made to:**

City of Antioch  
Community Development Department  
P.O. Box 5007  
200 "H" Street  
Antioch, CA 94531-5007

**REQUIREMENTS\***

- One copy of a site plan showing:
  - a. Property lines
  - b. Power source and location
  - c. Lighted tree/pumpkin sales area
  - d. Location(s) of all fences, signs, trailers, tents, canopies or other structures, restrooms, driveways, parking area, loading area, and adjacent streets and land uses;
- Written description of the event to include beginning and ending dates of the sale, hours of operation, etc.;
- Written authorization from the property owner stating that the site may be used for a sales lot during the time period proposed;

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- \$539.00 processing fee (non-profit organizations pay 50% of fee);
- Completed application (attached).

*\* You may also need to apply for a separate permit from other City departments or agencies depending on the type of set up. Please contact them directly for their requirements.*

City of Antioch Building Department	(925) 779-7065
Contra Costa County Fire Department	(925) 941-3300
Contra Costa County Environmental Health	(925) 692-2500

<b>DESCRIPTION OF REQUEST (you may attach a written description if necessary):</b>	
<b>ADDRESS:</b>	<b>ASSESSORS PARCEL NO. (S):</b>
<b>PROPERTY OWNER OF RECORD</b>	<b>APPLICANT (if different than property owner)</b>
<b>NAME:</b>	<b>NAME:</b>
<b>COMPANY NAME:</b>	<b>COMPANY NAME:</b>
<b>ADDRESS:</b>	<b>ADDRESS:</b>
<b>TELEPHONE #:</b>	<b>TELEPHONE #:</b>
<b>FAX #:</b>	<b>FAX #:</b>
<b>EMAIL:</b>	<b>EMAIL:</b>
<b>SIGNATURE:</b>	<b>SIGNATURE:</b>

<b>FOR OFFICE USE ONLY</b>	
<b>DATE RECEIVED:</b>	<b>FILE NO:</b>
<b>TYPE OF APPLICATION:</b>	<b>TITLE:</b>