

**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) online 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Please be aware that planning applications will be automatically withdrawn if an applicant receives an incomplete letter and does not resubmit a substantive response within 120 calendar days.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.

**Application should be submitted online through the
City of Antioch Civic Access Portal online at the link below:**

<https://antiochca-energovweb.tylerhost.net/apps/selfservice#/home>

*Any questions regarding the application process should be emailed to:
planning@antiochca.gov*

REQUIREMENTS FOR ONLINE SUBMITTAL

- A .PDF of the 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 sale 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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Refer to the [Planning Fee's 2023-2024](#) chart for current application fee.

** 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.*

**** All documents must be submitted in .pdf format***

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