

**CITY OF ANTIOCH
MINOR ADMINISTRATIVE USE PERMIT APPLICATION
TEMPORARY OUTDOOR RETAIL SALES**



PURPOSE

An Administrative Use Permit is required prior to holding an outdoor retail sale. An “outdoor retail sale” means the display of goods, merchandise and items for sale to the public. These types of sales shall only be allowed in shopping centers zoned Neighborhood Commercial or higher. Each site is limited to not more than four outdoor retail sales per calendar year. A copy of Municipal Code Section 9-5.3828.1 is attached for your reference.

PROCESS:

Processing an Administrative Use Permit application takes approximately 3 weeks. Please submit your application and all requirements (listed below) THREE WEEKS prior to your sale. 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Please be aware that planning applications will be automatically withdrawn if an applicant receives an incomplete letter and does not resubmit a substantive response within 120 calendar days.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

SUBMITTAL REQUIREMENTS*

- One copy of a site plan showing layout of the parking lot to include roped off areas, the number of parking spaces being used, etc.
- Written description of the event to include dates and hours, number of employees, etc.
- Written property owner approval (or shopping center management) for the specified dates and times.
- \$523.00 fee (\$261.50 for Non-Profit Organizations).
- Completed application (attached).

** You may also need to apply for a separate permit from other agencies depending on the type of project. Please contact them directly for their requirements.*

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

§ 9-5.3828.1 OUTDOOR RETAIL SALES.

(A) Because of the considerations given to the design and appearance of commercial centers, the need for adequate parking, and consistency with approved landscaping, the holding of outdoor retail sales is generally discouraged, and shall be regulated by this section.

(B) Every outdoor retail sale shall require the issuance of an administrative use permit prior to the conduct of the sale. An "outdoor retail sale" means the display or offering of goods, merchandise and items for sale to the public, but shall not include display of such items on the sidewalk immediately in front of the store or retail establishment displaying or offering such goods for sale.

(C) Outdoor retail sales shall be allowed only in the Neighborhood Commercial and higher zoning districts, and only on sites of five acres in size or more. The term "site" applies to the shopping center and appurtenant parking lot where the sale is to be held, not just to the individual store conducting the sale. No sales shall be allowed on any vacant property or portion thereof within a Neighborhood Commercial site.

(D) Administrative use permits shall be considered only for outdoor retail sales of products sold by a merchant physically located and doing business at the shopping center where the sale is proposed to take place.

(E) Each site, as that term is defined herein, is limited to not more than four outdoor retail sales per calendar year. The length of each outdoor retail sale may not extend more than three days.

(F) The regulations contained in this section shall not apply to the display or sale of Christmas tree and/or pumpkin sale lots, which are regulated by § 9-5.3829.

(Ord. 979-C-S, passed 9-26-00)

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

FOR OFFICE USE ONLY	
DATE RECEIVED:	FILE NO:
TYPE OF APPLICATION:	TITLE: