

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Please be aware that planning applications will be automatically withdrawn if an applicant receives an incomplete letter and does not resubmit a substantive response within 120 calendar days.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

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: