



**CITY OF ANTIOCH
SPECIAL OUTDOOR EVENTS
ADMINISTRATIVE USE PERMIT APPLICATION**

PURPOSE:

An administrative use permit is required for special outdoor events (for example: carnivals, art shows, craft fairs, concerts, grand openings etc.) Staff will review impacts associated with circulation, parking along with any other potential impacts associated with the event. All outdoor events are to be held on private property. A copy of Municipal Code Section 9-5.3828 is attached for your reference.

PROCESS:

Processing of an administrative use permit application takes approximately 3 weeks. Please submit your application and all requirements (listed below) **THREE WEEKS** prior to your event.

SUBMITTAL should be made to:

City of Antioch
Community Development Department
P.O. Box 5007
Third & "H" Streets
Antioch, CA 94531-5007

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

Contra Costa County Fire Department	(925) 930-5500
Contra Costa County Environmental Health	(925) 692-2500
City of Antioch Building Department	(925) 779-7065

REQUIREMENTS:

- Three copies of a site plan showing layout of the event area to include any booths, stages, porta-potties, parking areas, etc.
- Written description of the event to include dates and hours, number of employees or volunteers, expected public turn-out, method of providing security (if applicable), special parking spaces, etc.
- Written property owner approval for the specified dates and times.
- Proof of liability insurance with a minimum of one million dollars (\$1,000,000) with the City of Antioch named as an additional insured for the dates of the event.
- Refundable clean up deposit of \$500.00.
- \$56.00 processing fee.
- Completed application (attached).

§ 9-5.3828 SPECIAL OUTDOOR EVENTS.

(A) An administrative use permit is required for special outdoor events (e.g., carnivals, art shows, craft fairs, concerts) which will generate a substantial amount of noise or traffic, impact the circulation or parking scheme of the property at which the event is proposed, and/or include the sale of alcoholic beverages.

(B) Applicants shall be required to provide city staff with the following items:

(1) Written authorization from the property owner that the event may take place during the time period proposed;

(2) Three copies of a site plan;

(3) Written proof of liability insurance with the city named as an insured party; and

(4) A refundable clean-up deposit as established by resolution. This deposit may be increased based on the scale of the event.

(C) If approved by the Zoning Administrator, conditions may be placed on the administrative use permit to mitigate any possible impacts identified during review of the application. If denied an appeal may be made to the Planning Commission as outlined this chapter.

(Ord. 897-C-S, passed 10-25-94) Penalty. see § 9-5.2904



DEVELOPMENT APPLICATION

Community Development Department
 P.O. Box 5007
 Third & "H" Streets
 Antioch, CA 94531-5007
 Phone: (925) 779-7035 Fax: (925) 779-7034

SITE LOCATION: _____

ASSESORS PARCEL NO. (S): _____ TOTAL ACREAGE: _____

REQUEST: _____

PROPERTY OWNER OF RECORD

Name: _____
 Company Name: _____
 Address: _____

 Telephone No. _____
 Fax No. _____
 Email: _____
 Signature: _____

APPLICANT

Name: _____
 Company Name: _____
 Address: _____

 Telephone No. _____
 Fax No. _____
 Email: _____
 Signature: _____

For Office Use Only

Date Received: _____ File No: _____
 Title: _____
 Planner: _____ Account No. _____

Type of Application:

<input type="checkbox"/> Design Review	<input type="checkbox"/> Amend General Plan	<input type="checkbox"/> Minor Subd	<input type="checkbox"/> 2 ND Unit AUP
<input type="checkbox"/> Use Permit	<input type="checkbox"/> Amend Spec Plan	<input type="checkbox"/> Lot Line Adj	<input type="checkbox"/> Rezone/Final
<input type="checkbox"/> Variance	<input type="checkbox"/> Amend Zoning Map	<input type="checkbox"/> Subdivision	<input type="checkbox"/> Dev. Plan
<input type="checkbox"/> Signage	<input type="checkbox"/> Prelim PD	<input type="checkbox"/> Other _____	<input type="checkbox"/> Annexation

Return comments no later than _____

<input type="checkbox"/> Engineering/PW	<input type="checkbox"/> Building	<input type="checkbox"/> Police
<input type="checkbox"/> Engineering/E. Franzen	<input type="checkbox"/> Fire	_____
<input type="checkbox"/> Engineering/CD	<input type="checkbox"/> PHBS	_____
<input type="checkbox"/> Maintenance	<input type="checkbox"/> DDS	_____