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CITY OF ARTESIA
 COMMUNITY DEVELOPMENT DEPARTMENT
 PLANNING DIVISION

APPLICATION FOR:

INCIDENTAL OUTDOOR USE PERMIT SPECIAL OUTDOOR USE PERMIT

The purpose of an Incidental Outdoor Display Uses/Special Outdoor Use Permit is to regulate land use of a temporary nature so as to protect the public health, safety, and welfare. The intent of these regulations is to ensure that Outdoor displays/special outdoor uses will be compatible with surrounding land uses, to protect the rights of adjacent residents and landowners, and to minimize any adverse effects on surrounding properties and the environment.

Special Outdoor Use Permit

Notice Requirements. When an application for a Special Outdoor Use Permit is deemed complete, the subject property shall be posted with a Notice of a Request for Permit. The property shall be posted for a minimum of 10 calendar days proper to any decision on the application. A notice of a request for a permit shall also be given to the City Council and the Planning Commission 10 days prior to any decision on the application.

(For Departmental Use Only)

Case No: _____ Hearing Date: _____ Date Received: _____

Received By: _____

(Please Print or Type Legibly)

Name of Applicant: _____ Phone: _____

Mailing Address: _____
(Street) (City) (State & zip code)

Legal (Property) Owner: _____ Phone: _____

Mailing Address: _____
(Street) (City) (State & zip code)

Legal Description: _____
(Give exact legal description as recorded in the office of the County Recorder, may be attached separately)

Assessor's Parcel Number(s): _____

Project Address: _____ Zoning: _____

Name of Business: _____
(Describe Current Use of Subject Site)

Purpose of Request for Incidental Outdoor Display: _____

(A letter of intent may be attached)

DURATION OF INCIDENTAL OUTDOOR DISPLAYS

Starting Date: _____

Ending Date: _____

HOURS OF OPERATION

Starting Time: _____

Ending Time: _____

SIDEWALK SALES

A retail business is permitted up to 12 sidewalk sale days per calendar year provided the sale events comply with all applicable standards. The 12 sale days may be consecutive or spread throughout the calendar year.

IMPORTANT

PERIOD OF TIME WHEN PERMIT IS VOID. The Special Outdoor Use Permit is an interruptible and terminable permit granted by the City. Staff may void a permit on certain dates to prevent conflicts with community events, filming, street or sidewalk repairs, utility repairs, street closures, other special events, or an excessive amount of outdoor uses in very close proximity to each other at the same time. To the extent possible, the City shall provide prior written notice to the permit holder of any time period during which the permit will be void.

Signature of Applicant: _____

Date: _____

AFFIDAVIT

I, _____, hereby declare that I am the owner (having fee title) of the property involved in this petition and that the statements herein contained, and the information herewith submitted, are in all respects true and correct to the best of my knowledge.

Signature of Property Owner: _____

Date: _____

INSTRUCTIONS FOR APPLICATION SUBMITTAL:

It is essential that **ALL** of the following materials be submitted so that we may process your application:

- 1) **Completed Application** (signed by the applicant and the property owner, if different)
- 2) **Applicable Fees**
- 3) **Letter of Intent:** Prepare a written narrative that describes your request for approval;
 - Describe the type of business (in detail) to be conducted at the subject site including: types of items or services to be sold, hours of operation, number of employees, parking accommodations, and any other pertinent information.
- 4) **Three (3) copies of the following plans, as deemed applicable by staff:**
 - a) Plot plan drawn to scale and fully dimensioned, and including the following information: Scale of plot plan (**Minimum 1/8" = 1'-0" or 1' = 10'-0"**), north arrow, dimensions of site, square footage of site, square footage of structure(s), setbacks, parking, trash storage, signage, landscaped areas, display areas, booths, loading and storage areas, etc.;
- 5) **Any other requirements deemed necessary by staff.**