



Community Development Administrative Permit Application

Property Address: _____

Check one to indicate purpose of application:

| | |
|---|---|
| <input type="checkbox"/> Personal Wireless Service Antenna | <input type="checkbox"/> Essential Services |
| <input type="checkbox"/> Temporary Structures compliant with City Code Section 1007.063 | <input type="checkbox"/> Accessory Outdoor Dining or Seating Facility |
| <input type="checkbox"/> Open Air Market or Transient Merchant* | <input type="checkbox"/> Other _____ |

Please note: In signing this application, I hereby acknowledge that I have read and fully understand the applicable provisions of the City Ordinances and current administrative procedures. All administrative permits must comply with the requirements for that use as established by the Zoning Ordinance, and must be conducted or located on sites that are property zoned for such uses.

| Applicant Name: | | | | | |
|------------------------|--------|--------|------|--|-------|
| Signature: | | Phone: | | | |
| Address: | | | | | Cell: |
| City: | State: | Zip: | Fax: | | |
| E-mail: | | | | | |

| Property Owner Name (if different than applicant): | | | | | |
|---|--------|--------|------|--|-------|
| Signature: | | Phone: | | | |
| Address: | | | | | Cell: |
| City: | State: | Zip: | Fax: | | |
| E-mail: | | | | | |

Permit Fee: \$69 **An Administrative Permit fee is not required if a license is issued for the use by the City Clerk.*

| CITY STAFF USE ONLY | | |
|----------------------|--|----------------------|
| APPLICATION RECEIVED | APPLICATION NUMBER: _____ APPROVED BY _____ | APPLICATION APPROVED |



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Additional Information Required for Transient Merchants/Food Trucks:

1. No off-site parking shall be allowed.
2. Trash receptacles shall be provided on site.
3. Permit may be revoked if parking or littering becomes an issue.
4. Written approval and signature from property owner on the front page of this application.
5. Site Plan or Aerial Map indicating location of truck/vending vehicle or market space.
6. List of intended dates and hours of operation.
7. Permit shall expire 6 months after issuance.