



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 evidenced by an additional insured endorsement.
- Refundable clean up deposit of \$500.00.
- \$151.00 processing fee.
- Completed application (attached).



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: _____

ASSESSORS 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: _____

<i>For Office Use Only</i>		
Date Received: _____	File No: _____	
Title: _____		
Planner: _____	Account No. _____	
Type of Application:		
_____ Design Review	_____ Amend General Plan	_____ 2 ND Unit AUP
_____ Use Permit	_____ Amend Spec Plan	_____ Rezone/Final Dev. Plan
_____ Variance	_____ Amend Zoning Map	_____ Annexation
_____ Signage	_____ Prelim PD	_____ Other _____
Return comments no later than _____		
_____ Engineering/PW	_____ Building	_____ Police
_____ Engineering	_____ Fire	_____
_____ Engineering/CD	_____ PHBS	_____
_____ Maintenance	_____ DDS	_____

§ 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](#)