



## Community Development Department

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Building ♦ Planning



### Zoning Permit Application Form

**Zoning Permit Fee: \$253.97**

Permit #: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Planner: \_\_\_\_\_

In accordance with the provisions of the Petaluma Implementing Zoning Ordinance Section 7.070, this is an application for a Zoning Permit for (describe the proposed activity and the dates/hours of operation desired):

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Location/Address: \_\_\_\_\_

Assessor's Parcel No.: \_\_\_\_\_

Zoning/General Plan Designation: \_\_\_\_\_

Applicant/Agent: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Property Owner(s) if other than applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Community Development Department · City of Petaluma, California

**Hold Harmless:** The applicants/developers shall defend, indemnify, and hold harmless the City or any of its boards, commission, agents, officers, and employees from any claim, action or proceeding against the City, its boards, commission, agents, officers, or employees to attack, set aside, void, or annul, the approval of the project when such claim or action is brought within the time period provided for in applicable State and/or local statutes. The City shall promptly notify the applicants/developers or any such claim, action, or proceeding. The City shall coordinate in the defense. Nothing contained in this condition shall prohibit the City from participating in a defense of any claim, action, or proceeding if the City bears its own attorney's fees and costs, and the City defends the action in good faith.

I, \_\_\_\_\_, owner authorize \_\_\_\_\_ to act on my behalf for this project and I have read and agree with all of the above. (Application must be signed by owner).

\_\_\_\_\_  
Owner Date

I, \_\_\_\_\_, am the owner/authorized agent of the property for which the Zoning Permit is proposed. The above information and attached documents are true and accurate to the best of my knowledge. I have read and agree with all of the above.

\_\_\_\_\_  
Owner/Authorized Agent Date

Permit Valid (Dates): \_\_\_\_\_

Conditions of Approval:

1. Hours of operation shall not exceed \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM as proposed.
2. All goods/materials to be sold shall not be placed in any public right-of-way.
3. Any lighting shall be directed away from motorists and existing adjacent uses.
4. All signs shall be located on-site only, and shall comply with the applicable City sign regulations.
5. The proposed use shall meet all off-street parking requirements as defined in Section 11.030 of the Petaluma Implementing Zoning Ordinance. Patrons parking shall not block the entrance drive of these properties, adjacent properties/businesses, or the public right-of way.
6. No sales of alcohol are permitted.
7. The proposed use shall comply with noise regulations defined in Section 21.040 of the Petaluma Implementing Zoning Ordinance.
8. Any debris shall be cleaned up and removed at the end of each day. On the last day of sales, all debris shall be removed and any other necessary clean up shall be completed by \_\_\_\_ AM/PM.
9. If a tent in excess of 200 sq.ft. or a canopy in excess of 400 sq.ft. is to be utilized during the selling period, a permit (\$60.00 fee made out to the City of Petaluma) shall be obtained from the Fire Marshal's Office, and a plot plan submitted for your site. An approved plan and permit shall be obtained from the Fire Marshal's Office prior to erecting the tent, and shall be available on-site at all times (California Fire Code/Uniform Fire Code, Article 32 – Temporary Membrane Structures, Tents, and Canopies).

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Issuance of this permit does not relieve you of the requirements to comply with Business Licensing and other regulations of the City.

Any person(s) who disagrees with a ruling or interpretation of the Zoning Administrator may appeal the matter to the Planning Commission. Such appeal shall be made in writing and filed with the City Clerk within fourteen (14) calendar days of the ruling or interpretation. Said appeal shall be accompanied by the appeal fee as specified by Resolution 92-251 N.C.S. as adopted by the City Council. The City Clerk will then transmit the appeal to the Zoning Administrator, who will cause the matter to be placed on the agenda of the Planning Commission. If no appeal is made within that time, the ruling or interpretation shall be final. The appeal shall be addressed to the Planning Commission and shall set forth in writing the grounds for the appeal and the relief sought by the applicant. The hearing shall be scheduled within two regularly scheduled meetings. The Zoning Administrator shall notify in writing all persons who have demonstrated their interest in the matter of the time and place of the meeting on the appeal at least ten (10) calendar days prior to the meeting. The Zoning Administrator shall transmit the application and all exhibits therewith to the Planning Commission for consideration.

When Issued, Permit Must Be Kept Posted On-Site.

PLEASE COMPLETE SITE PLAN (ATTACHED) BEFORE SIGNING APPLICATION.

\_\_\_\_\_  
Applicant Signature/Date

\_\_\_\_\_  
Planning Division Signature/Date

c: Property Owner: \_\_\_\_\_

c:

Business Licensing  
Watch Commander, Police Department  
Community Service Officer, Police Department  
Property file

# Site Plan

**Name of Organization:** \_\_\_\_\_

**Location/Address:** \_\_\_\_\_

**Name and Date of Person Completing Form:** \_\_\_\_\_  
Name Date

### Implementing Zoning Ordinance Section 7.070 – Short-Term Activities

No property owner shall conduct or permit to be conducted a special activity as defined in this section of the Zoning Ordinance on his/her land without first obtaining a Zoning Permit from the Director.

- A. **Special Activity.** A special activity is any of the following temporary (60 consecutive days or less unless otherwise restricted) uses of private property:
  - 1. Outdoor sale of Christmas trees, pumpkins, or other produce, goods or merchandise.
  - 2. Outdoor swap meets or flea markets.
  - 3. Carnivals, circuses, rodeos, fairs, festivals, tent sales, open air theaters, exhibits, games of skill, rides, booths, concession stands and other temporary entertainment events open to the public which are held out-of-doors.
- B. **Application.** An application for a zoning permit shall be filed with the Director by the owner of the property where the special activity will occur or their agent. An application for a zoning permit shall be filed no less than thirty (30) days nor more than six months prior to the date the special activity is to commence. Upon a showing of good cause, the Director may process an application filed less than 30 days before the activity date if sufficient time remains to investigate the application. Waiver of application fee may be permitted by the Director upon proof of non-profit status of the applicant.
- C. **Accompanying Documents.** The application shall be accompanied by drawings and a plot plan showing the lot lines and dimensions and locations of improvements with dimensions and any other necessary data.
- D. **Issuance of Permit.** The Director shall issue a zoning permit unless it is determined from a consideration of the application or other pertinent information, that:
  - 1. The operation or location of the proposed special activity would violate any provision of the Petaluma Municipal Code and Petaluma Zoning Ordinance including, but not limited to, the Performance Standards specified in Chapter 21 of the Zoning Ordinance.
  - 2. The operation or location of the proposed special activity would adversely affect surrounding uses or structures.
- E. **Permit Conditions.** The Director may condition the issuance of a zoning permit by imposing reasonable requirements with respect to location, construction, maintenance, operation and duration to insure compliance with the Zoning Ordinance and to protect surrounding uses and the safety of persons and property. Such conditions include but are not limited to:
  - 1. Restrictions as to proximity to adjacent land.
  - 2. Restrictions on hours of operation and duration of the special activity.
  - 3. Restrictions to insure compliance with the performance standards in Chapter 21 of the Zoning Ordinance including restrictions on noise generating equipment and amplified sound systems.
  - 4. Off-street parking requirements and conditions concerning accommodation of pedestrian and vehicular traffic in the vicinity of the special activity.
  - 5. Restrictions on use and placement of signs.
  - 6. Requirements and restrictions on use of lighting.
  - 7. Requirements for the use of garbage containers and cleanup during the special activity, and clean-up/restoration of the property immediately following the termination of the special activity.

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- F. **Duration of Permit.** The zoning permit shall be issued by the Director for a period not to exceed 60 consecutive days in any one calendar year.
- G. **Revocation.** The Director may revoke a zoning permit for failure of the permittee to comply with all the terms and conditions of the permit or for violating the Petaluma Municipal Code, or the Zoning Ordinance.
- H. **Appeal.** As prescribed in Section 24.070.