



## TEMPORARY ACTIVITY PERMIT APPLICATION FOR SALES OF PUMPKINS/TREES

SALES LOCATION/ADDRESS: \_\_\_\_\_

NATURE OF TEMPORARY PROMOTION: \_\_\_\_\_

DATES & HOURS OF OPERATION: \_\_\_\_\_

BUSINESS LICENSE No: \_\_\_\_\_ ON-SITE PHONE: \_\_\_\_\_

APPLICANT: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ FAX: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

DESCRIBE ACTIVITIES OTHER THAN PUMPKIN/TREE SALES: \_\_\_\_\_

\_\_\_\_\_

DESCRIBE TEMPORARY STRUCTURES (i.e. security trailers, sales booths, etc.) AND SIGNS: \_\_\_\_\_

\_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PROPERTY OWNER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

.....  
FOR STAFF USE ONLY

ZONING ADMINISTRATOR APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

CONDITIONS: The operation shall not interfere or obstruct on- or off-site pedestrian and vehicular flow. If area of sale is located near residential areas, all light fixtures should be turned off by 9 PM. All trash and debris shall be cleared from the site following end of sale. Contact Allied Waste Services or Waste Management in order to recycle all unsold inventory as "Green Waste" (excludes flocked trees and all non-organic waste materials).

OTHER CONDITIONS: \_\_\_\_\_

\_\_\_\_\_

FEES: \$ \_\_\_\_\_ RECEIPT NO: \_\_\_\_\_

APPLICATION NO: TAP- \_\_\_\_\_



## TEMPORARY ACTIVITY PERMIT APPLICATION FOR SALES OF PUMPKINS/TREES

Temporary Activity Permits may be issued by the planning staff in accordance with Section 10-2.3.118 of the City of Walnut Creek Municipal Code. These guidelines have been established to assist and inform applicants on the types of temporary uses permitted by this permit.

### Required Approvals

- Planning Division.....(925) 256-3558
- Engineering Division (Public Services Department).....(925) 943-5839
- Building Division (for electrical work).....(925) 943-5825
- Contra Costa County Health Department (if food is sold) .....(925) 692-2500
- Contra Costa Consolidated Fire Protection District.....(925) 941-3300  
(temporary tents may also require CCCFPD approval)

### Application Requirements

1. Temporary Activity Permit Application
2. Application Fee (Subject to Change): **\$112.00**
3. Four (4) Site Plans that show:

- |   |  |
|---|--|
| <input type="checkbox"/> Property lines and sidewalks   | <input type="checkbox"/> Existing and proposed temporary sign location(s) and type   |
| <input type="checkbox"/> Sales area   | <input type="checkbox"/> Location of walls and fences  |
| <input type="checkbox"/> Points of entry and exit for vehicles and circulation pattern  | <input type="checkbox"/> Temporary electrical hookups, location of power pole, light poles and on-site generator(s). Temporary power sources and installation of branch circuits/lighting will require an electrical permit. |
| <input type="checkbox"/> Existing and proposed temporary structures (security trailers, sales booths, porta-potty, etc.), flocking areas, off-street parking and loading facilities |  |

### Standard Conditions

- One sign per frontage and each sign no more than 32 square feet.
- Do not interfere or obstruct on- or off-site pedestrian and vehicular flow
- Large inflatable figures and inflatable characters are prohibited. Jumpers OK.
- On-site light fixtures should be turned off by 9 PM when located near a residential area.
- All trash and debris shall be cleared from the site each business day.
- Contact Allied Waste Services or Waste Management in order to recycle all unsold inventory as “Green Waste” (excludes flocked trees and all non-organic waste materials).

Submit four (4) dimensioned and scaled site plans to the Community Development Director for review of zoning compliance a **minimum** of ten (10) days prior to the commencement of any activity. The site plans will be referred to the Consolidated Fire District, the Code Enforcement Division, and the Public Services Department for review and comment within the 10-day period.