

**CITY OF ANTIOCH
ADMINISTRATIVE USE PERMIT APPLICATION
SPECIAL OUTDOOR EVENTS**



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 and parking along with any other potential impacts associated with the event. All outdoor events are to be held on private property. Review the [Antioch Municipal Code § 9-5.3828 Special Outdoor Events](#) for reference.

PROCESS

Processing an Administrative Use Permit application takes a minimum of 4 weeks. Please submit your application and all requirements (listed below) at least 4 weeks prior to your event. Applications submitted less than three weeks prior to the date requested will be reviewed as staff time allows, and the City reserves the right to deny the application if staff is unavailable to review the permit.

Please be aware that planning applications will be automatically withdrawn if an applicant receives an incomplete letter and does not resubmit a substantive response within 120 calendar days. The Zoning Administrator may grant a written extension for up to an additional 90 calendar days when the applicant shows good cause for an extension. Delays due to circumstances outside the applicant's reasonable control will be considered good cause to grant the extension.

**Application should be submitted online through the
City of Antioch Civic Access Portal online at the link below:**

<https://antiochca-energovweb.tylerhost.net/apps/selfservice#/home>

*Any questions regarding the application process should be emailed to:
planning@antiochca.gov*

SUBMITTAL REQUIREMENTS (all documents shall be uploaded to the online application)

- ☐ A .pdf 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.
- ☐ Refer to the [Planning Fee's](#) chart for current fee's.

***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) 941-3300
Contra Costa County Environmental Health	(925) 692-2500
City of Antioch Building Department	(925) 779-7065

CITY OF ANTIOCH
MINOR ADMINISTRATIVE USE PERMIT APPLICATION
SPECIAL OUTDOOR EVENTS

Antioch Municipal Code § 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 in this chapter.

(Ord. 897-C-S, passed 10-25-94) Penalty, see § 9-5.2904