



CITY OF ESCONDIDO
Planning Division
201 North Broadway
Escondido, CA 92025-2798
(760) 839-4671
Fax: (760) 839-4313

ARTS AND CRAFTS SHOW PERMIT

APPLICANT/CONTACT PERSON

Name (Print): _____
 Address: _____
 City, State, Zip: _____
 Phone: _____
 Fax: _____
 E-mail: _____
 Signature: _____

OWNER (If multiple owners/addresses, attach additional sheets as necessary.)

Name (Print): _____
 Address: _____
 City, State, Zip: _____
 Phone: _____
 Fax: _____
 E-mail: _____
 Signature: _____

(authorizing applicant to submit application)

NOTE: A CITY OF ESCONDIDO BUSINESS LICENSE IS REQUIRED. BUSINESS LICENSE NUMBER: _____

SITE INFORMATION

Property Address: _____ General Plan Designation: _____
 Assessor Parcel No.: _____ Tier/Neighborhood: _____
 Property Size: _____ Zoning: _____
 Length of Street Frontage: _____
 Number of Parking Spaces Provided: On-Site: _____ Off-Site: _____
 Number of On-Street Parking Spaces: _____ Number of Fire Extinguishers Available: _____
 Dates of Operation (Limited to 3 consecutive days): _____
 Is any exception proposed? Yes No
 Hours of Operation (Limited to 8 a.m. – 6 p.m.): _____
 Is any exception proposed? Yes No
 Maximum number of shows per year (Limited to 3 shows per calendar year): _____
 Is any exception proposed? Yes No
 Is an off-site parking area proposed from which patrons may walk (without impeding vehicular traffic)? Yes No

If off-site parking lot is proposed, a parking agreement is required. Parking agreement must be enclosed.

Description of property offered for display: _____

Name of Crafter: _____
Phone: _____
Business License Number: _____
Signature: _____

Name of Crafter: _____
Phone: _____
Business License Number: _____
Signature: _____

Name of Crafter: _____
Phone: _____
Business License Number: _____
Signature: _____

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Business License Number: _____
Signature: _____

Name of Crafter: _____
Phone: _____
Business License Number: _____
Signature: _____

Name of Crafter: _____
Phone: _____
Business License Number: _____
Signature: _____

ANNOUNCEMENTS/ADVERTISING

Limits on proposed advertising: Application for arts and crafts permit must be submitted to Planning 60 days prior to advertising for an arts and crafts show.

ARTS AND CRAFTS SHOW PERMIT

An Arts and Crafts Show Permit is required for arts and crafts shows in residential zones. Pursuant to Municipal Code [Sec. 16-17](#), a City Business License is required to conduct arts and crafts shows.

Prior to submittal of an Arts and Crafts Show Permit application, a preapplication meeting with a member of the Planning staff is highly recommended to answer any questions and to ensure that the application will be completed as required. Appointments for a preapplication meeting can be made by contacting the Planning Division at (760) 839-4671.

Submittal Requirements

The following shall be required in order to accept an application as complete. As determined by the Director of Community Development, additional information not listed below may be required to make a complete application. This will be determined on a case-by-base basis.

1. Completed and signed [application form](#).
2. Plat map showing all properties within 100 feet of the subject property with the 500-foot radius drawn ([see attached](#)).
3. Typewritten list of all current Assessor Parcel Numbers within the 500-foot radius ([see attached](#)).
4. Four copies of a plot plan of the site, drawn to scale and including the following information:
 - a. North arrow (with north pointing to the top of the page) and graphic scale.
 - b. Address and Assessor's Parcel Number of the property.
 - c. Location and dimensions of all property lines.
 - d. Location of all structures and distances from property lines.
 - e. Location and square footage of display areas in yard areas.
 - f. Floor plan of residential structures proposed for display of arts and crafts.
 - g. Location and dimensions of all required off-street parking spaces.
 - h. Location of areas for loading and unloading of passengers to the site.
 - i. Street names adjacent to the property.
5. [Fees](#).

Procedure

Arts and Crafts Show Permits are administered pursuant to [Article 57](#) of the Zoning Code.

Once the application is submitted, Planning staff will review the information for completeness and shall route to other departments as required. The project will be reviewed for compliance with the following criteria: [Section 33-1119](#) of the Zoning Code.

The Director of Community Development shall approve an Arts and Crafts Show Permit based upon the following findings:

1. Building and Fire Codes

All applicable building and fire codes must be met in order to conduct an Arts and Crafts Show from a residential property. The applicant must have at least two fire extinguishers available at all times and shall insure that all exit areas remain open and unobstructed during the operating hours of the show. The applicant shall agree to allow inspection by the Fire Department and/or Building Department at any time during the event.

2. Hours When Permitted; Length of Sale; Frequency

- a. No person shall conduct or operate, or permit the conduct or operation, of any Arts and Crafts Show except between the hours of 8 a.m. and 6 p.m.
- b. No Arts and Crafts Show shall be conducted or operated on any one site for a period longer than three consecutive days.
- c. No more than three Arts and Crafts Shows may be conducted in any calendar year at any individual site or location. For purpose of this section, "Site" or "Location" means any single-family residence, or any other single premises within a residential zone of the city of Escondido.

3. Parking and Access

- a. At least a 20-foot clear access for emergency vehicles and surrounding residents must be maintained at all times to the satisfaction of the City Engineer, the Fire Department and the Director of Community Development. Factors which will be examined will include, but are not limited to, street width, street configuration, condition of the street and parking availability in the surrounding area.
- b. Adequate on-street parking, within reasonable proximity to the proposed site/residence, must be available in the surrounding area to accommodate the Arts and Crafts Show. The amount of on-street parking available must be commensurate with the size of the property and scale of the proposed show, such that the anticipated parking demand will not result in an adverse parking impact to the surrounding neighborhood. Applicants may choose to identify an off-site parking area from which patrons may walk (without impeding vehicular traffic), and/or be shuttled to the subject residence. The Director of Community Development may approve alternative parking plans which include, but are not limited to, off-site parking and shuttle service, and parking agreements to utilize nearby parking lots.

4. Property Offered for Sale or Display

No person shall conduct or operate an Arts and Crafts Show at which personal property is offered for sale or display that is not the personally-crafted property of the person conducting or operating the Arts and Crafts Show, or the personally-crafted property of another person who is known by the person conducting or operating the sale and who has given express consent for the display and sale of such property.

5. Location of Display; Manner

No person operating or conducting any Arts and Crafts Show shall display or permit the display of any property for sale, or place or locate any property within five feet of the improved portion of any public right-of-way. The improved portion of a public right-of-way includes sidewalks, pathways, curbs, paving, bikeways, and any other portions of the right-of-way used or traveled by the public.

6. Announcement of Shows

No person shall place, post, display or circulate any sign, bulletin, announcement, or other material advertising any Arts and Crafts Show, bazaar, or event, except in accordance with the following regulations.

- a. Any such sign, bulletin, announcement or other material advertising any arts and crafts show shall not exceed four square feet in area. Balloons shall not be permitted.
- b. No sign, bulletin, announcement or other material advertising any arts and crafts show shall be placed, posted, or circulated, except on the day or days of the sale and two days preceding the sale, and all such signs, bulletins, announcements, or other material shall be removed by 8 a.m. of the day following such show.
- c. No sign, bulletin, announcement, or other material advertising any arts and crafts show, or providing direction to its location, shall be placed upon any public fixture within a public right-of-way, including, without limitation, any street sign, pole, utility pole, traffic sign or signal, streetlight pole, bus or transit sign, bench or shelter, or any traffic control device or marker. Signs announcing arts and crafts shows are permitted at the site of the show.

7. Inspection of Site and Property

During all reasonable hours and in any reasonable manner, the Director of Community Development (or his designee), Business License Officer, Code Enforcement Officer, or any law enforcement officer, may inspect the site at which an arts and crafts show is being advertised, or the personal property which may be displayed or offered for sale, for the purpose of assuring compliance with the provisions of this chapter.

8. Findings

In order for the Director of Community Development or the Planning Commission to grant approval of an Arts And Crafts Show Permit, the following findings must be made:

- a. The issuance of the Arts and Crafts Show Permit will not adversely impact the required access for emergency vehicles or residents within the surrounding neighborhood.
- b. The issuance of the Arts and Crafts Show Permit will not create any adverse parking impacts upon the surrounding neighborhood.
- c. The issuance of the Arts and Crafts Show Permit will result in a temporary event which is compatible with the surrounding neighborhood.
- d. The site or lot is sufficiently sized and configured to accommodate vendors and patrons such that there will be no adverse impacts upon the surrounding neighborhood.

Arts and crafts shows as defined in [Section 33-8](#) shall conform to all standards for the zone in which they are held, and may be held only upon issuance of an administrative permit issued by the Director of Community Development pursuant to the criteria described in this section. No person shall advertise, announce, conduct, operate or sponsor an arts and crafts show within a residentially zoned neighborhood in conflict with the requirements of this section. **Proposals which, in the opinion of the Director of Community Development, do not readily conform to the criteria for administratively approving an arts and crafts show will be required to obtain approval of a Minor Conditional Use Permit issued by the Planning Commission at a noticed public hearing.**

Application Procedures

Option 1: Administrative Approval and Notice of Intended Decision

An administrative permit for an arts and crafts show may be issued in accordance with the following procedure:

1. Application

An application for an Arts and Crafts Show Permit shall be made to the Planning Division 60 days prior to advertising for an arts and crafts show. No advertisement of the event shall be conducted until final approval for the event is granted by the City of Escondido. Advertisement of the event prior to City approval shall be grounds for denial of the application. Application shall include the following:

- a. Processing fee (as adopted by Council Resolution).
- b. Completed application form. The applicant must be the owner and/or resident of the property. If the resident is not the property owner, the property owner's written consent is required.
- c. Graphic depiction of the premises to be used for the arts and crafts show (site plan and floor plan).
- d. Map of the surrounding neighborhood.
- e. Written description of where patrons of the event are expected to park and/or be shuttled.
- f. Any other information which is necessary for a complete review of the application.

The application and fee is a one-time process and fee, provided that the scope and nature of the operation does not change or expand over time (see #4 below).

2. Notice of Intended Decision

Not less than 15 days prior to the date on which the decision will be made on the application, the Director of Community Development shall give notice of the proposed use by mail or delivery to all owners shown on the last equalized assessment roll as owning real property within a 500-foot radius of the exterior boundaries of the residence which is the proposed location for the arts and crafts show. In addition, if the proposed show is within a cul-de-sac street, the residents of the entire cul-de-sac shall receive notice.

3. Appeal

The applicant or other affected person may appeal the administrative decision of the Director of Community Development to the Planning Commission which will review the case at a noticed public hearing in accordance with the provision of [Section 33-1303](#). The cost of the appeal, if any, shall be borne by the applicant.

4. Approval of Show and Subsequent Events

Once final approval of the arts and crafts show has been given, the City will send the applicant a letter of approval. The applicant will be required to post the letter of approval in a visible location for display to any City official which may inspect the property during the event.

Prior to conducting subsequent shows, the applicant will be required to notify the Planning Division in writing 60 days prior to advertising of the event. No new application form or fee will be required. If the Director of Community Development determines that significant modifications are proposed, a new application, fee, and approval process will be required. Problems associated with an operation (i.e., parking, nuisance, violation of conditions of approval) will be considered in the approval of future events.

5. Exemptions

Schools and churches may be exempt from obtaining an Arts and Crafts Show Permit if they can demonstrate all on-site parking will remain available to operators and patrons of the show. No on-site parking may be displaced by exhibits or other operations related to the arts and crafts show.

6. Business License Required

A temporary business license shall be required to be obtained from the City of Escondido prior to operation of the arts and crafts show. A minimal fee per day and proof of an Arts and Crafts Show Permit will be required in order to obtain the business license for operation of an arts and crafts show event. Nonprofit organizations are exempt from this requirement, upon demonstration of proof of their nonprofit status.

For arts and crafts shows which qualify for the administrative approval process and which meet all specified criteria without exception, applicants should contact the Planning Division at (760) 839-4671 for a preapplication meeting.

Option 2: Minor Conditional Use Permit

Proposals which, in the opinion of the Director of Community Development, do not readily conform with criteria for administratively approving an arts and crafts show will be required to obtain approval of a Minor Conditional Use Permit issued by the Planning Commission at a noticed public hearing.

The submittal requirements for a Minor Conditional Use Permit are the same.

For arts and crafts shows which require a Minor Conditional Use Permit, applicants should contact the Planning Division at (760) 839-4671 for a preapplication meeting.

Signatures. Applicant and property owner signature lines must be signed, even if the applicant and property owner are the same. The signature of the architect and/or engineer is also required if drawings are submitted by professional architects and/or engineers.

Applicant

As part of this application the applicant hereby agrees to defend, indemnify and hold harmless the City of Escondido, its Council, boards and commissions, officers, employees, volunteers, and agents from any claim, action, or proceeding against the City of Escondido, its Council, boards and commissions, officers, employees, volunteers and agents, to attack, set aside, void or annul an approval of the application or related decision, including environmental documents, or to challenge a denial of the application or related decisions. This indemnification shall include, but not be limited to, damages awarded against the City, if any, costs of suit, attorneys' fees, and other expenses incurred in connection with such claim, action, causes of action, suit or proceeding whether incurred by applicant, City, and/or the parties initiating or bringing such proceeding. The applicant shall indemnify the City for all of City's costs, attorneys' fees, and damages which City incurs in enforcing the indemnification provisions set forth herein. The applicant shall pay to the City upon demand any amount owed to the City pursuant to the indemnification requirements prescribed.

By signing below, I hereby certify that the application I am submitting, including all additional required information, is complete and accurate to the best of my knowledge. I understand that any misstatement or omission of the requested information or of any information subsequently requested may be grounds for rejecting the application, deeming the application incomplete, denying the application, suspending or revoking a permit issued on the basis of these or subsequent representations, or for the seeking of such other and further relief as may seem proper by the City of Escondido.

Applicant: _____

Date: _____

Property Owner

By signing below, I hereby certify under penalty of perjury, that I am the owner of record of the property described herein and that I consent to the action requested herein. All other owners, lenders or other affected parties on the title to the property have been notified of the filing of this application. Further, I hereby authorize City of Escondido employees and officers to enter upon the subject property, as necessary to inspect the premises and process this application.

In order to facilitate the public review process, the City requires that property owners agree to allow any plans or drawings submitted as part of the application to be copied for members of the public. Property owner(s) hereby agree to allow the City to copy the plans or drawings for the limited purpose of facilitating the public review process.

Property Owner: _____

Date: _____

Architect/Engineer

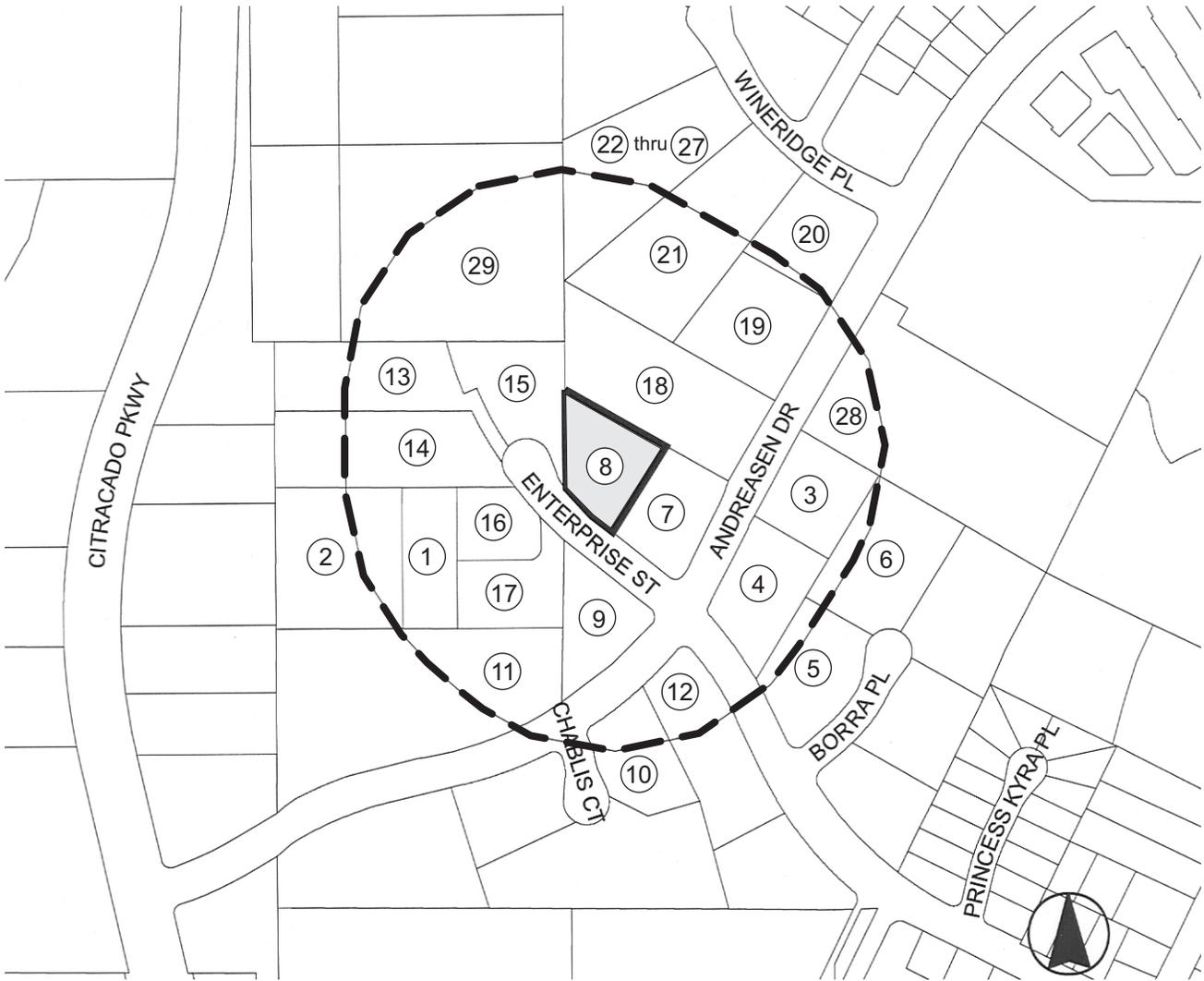
In order to facilitate the public review process, the City requires that architects and engineers agree to allow any plans, drawings, studies or reports submitted as part of the application to be copied for members of the public. Architect/Engineer hereby agrees to allow the City to copy the plans, drawings, studies or reports for the limited purpose of facilitating the public review process.

Architect: _____

Date: _____

Engineer: _____

Date: _____



500' RADIUS PLAT

Above is a sample 500 foot radius plat and below is a sample list of parcel numbers as we would like them submitted. Please prepare each on separate sheets of 8 1/2" x 11" paper and show how each parcel number corresponds to the coding system used on the map you submit. The parcel numbers must be typed and must be in ascending numerical order.

Application No. _____ Property Address: _____

- ① 232-051-0900
- ② 232-051-1000
- ③ 232-051-3000
- ④ 232-051-3100
- ⑤ 232-051-3200
- ⑥ 232-051-3300
- ⑦ 232-051-3900
- ⑧ 232-051-4000
- ⑨ 232-051-4100
- ⑩ 232-051-4200

- ⑪ 232-051-5500
- ⑫ 232-051-6000
- ⑬ 232-051-6300
- ⑭ 232-051-6400
- ⑮ 232-051-6500
- ⑯ 232-051-6900
- ⑰ 232-051-7000
- ⑱ 232-550-0100
- ⑲ 232-550-0700
- ⑳ 232-550-0800

- ㉑ 232-550-0900
- ㉒ 232-550-1001
- ㉓ 232-550-1002
- ㉔ 232-550-1003
- ㉕ 232-550-1004
- ㉖ 232-550-1005
- ㉗ 232-550-1006
- ㉘ 232-550-1700
- ㉙ 232-591-0600



CITY OF ESCONDIDO
Business License Division
201 North Broadway
Escondido, CA 92025-2798
(760) 839-4659

FOR INTERNAL USE ONLY	
<input type="checkbox"/>	Temporary Business License
<input type="checkbox"/>	Permit

SPECIAL EVENT BUSINESS LICENSE APPLICATION FOR:
SOLICITORS/PEDDLERS PERMIT
CARNIVAL/CIRCUS
VENDOR

Name of Event: _____

Location of Event: _____

Sponsoring Organization: _____

Dates: _____ Hours of Event: _____
From To From To

Your Business Name (If Applicable): _____

Your Name: _____

Your Address: _____

Business Phone: (____) _____ Home Phone: (____) _____

Describe what product(s)/service(s) will be sold/solicited (be specific): _____

FEIN _____ or Social Security Number _____

Is this a tax-exempt organization? _____

If yes, attach a copy of 501C or appropriate documentation from a state or federal agency.

If no, calculate fee below:

$$\$15.00 \times \frac{\text{_____}}{\text{number of days}} = \$ \text{_____}$$

If more than one person will be soliciting or peddling or applying under this as a blanket application, please provide the names, addresses, and additional information required on the attached form.

Carnival/Circus:

$$\$100.00 \times \frac{\text{_____}}{\text{number of days}} = \$ \text{_____}$$

I declare under penalty of perjury that the above application is true and correct to the best of my knowledge. I understand that any false statements made are grounds for denial or revocation of the license/permit.

Signature

Date