



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

FOR INTERNAL USE ONLY	
Date Submitted:	_____
Related Case File(s):	_____
Reviewed By.:	_____
<input type="checkbox"/> Approved	
<input type="checkbox"/> Conditionally Approved (see conditions below)	
<input type="checkbox"/> Denied	
Date:	_____

**OUTDOOR DISPLAY PERMIT APPLICATION**

**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)

**SITE INFORMATION**

Business Name: \_\_\_\_\_  
 Address and Suite No.: \_\_\_\_\_  
 Assessor Parcel No.: \_\_\_\_\_  
 Area of Outdoor Display: \_\_\_\_\_

Zone: \_\_\_\_\_  
 Overlay Zone: \_\_\_\_\_  
 Lot Size: \_\_\_\_\_  
 Area of Display in public ROW: \_\_\_\_\_

Site Plan Attached

**FOR STAFF USE ONLY (Do not write below this line)**

**Fire Dept.**     Approval     Denial

**Building Dept.**     Approval     Denial

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Conditions of Approval: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## OUTDOOR DISPLAY PERMIT

Prior to the start of the outdoor display, an application for an Outdoor Display Permit shall be submitted and approved, pursuant to [Article 73](#) of the Zoning Code.

An Outdoor Display Permit is required for any business that proposes to display retail items on a daily basis during business operating hours in a manner which is incidental to and a part of the operation of the adjacent indoor commercial use. The purpose of the permit is to ensure the safe and orderly outdoor display of merchandise that will attract interest, add character and increase pedestrian traffic to a commercial area.

The outdoor display of retail merchandise shall be permitted as an accessory use subject to approval of an Outdoor Display Permit in the [CG](#), [CP](#), [CN](#) and existing [PD-C](#) zones, certain districts of the [Downtown Specific Planning Area](#), and the South Escondido Boulevard and [East Valley Parkway](#) Area Plans.

The Outdoor Display Permit shall be restricted to private property pursuant to [Section 33-1534\(a\)](#) of the Zoning Code. Outdoor display may be permitted in the public right-of-way for properties within the Downtown Retail Core Area pursuant to [Section 33-1534\(b\)](#) of the Zoning Code.

### **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-case basis.

1. Completed and signed [application form](#).
2. Copy of current Business License.
3. Copy of County of San Diego Health Department approval/certification (if food sales are proposed).
4. Copy of approved Encroachment Permit (if display area is located within public right-of-way).
5. Four (4) copies of the site plan and elevation plans (if applicable), drawn to scale, including the following information:

#### Site Plan:

- a. North arrow and graphic scale.
- b. Exterior boundaries of subject property and property dimensions.
- c. Location and widths of streets and alleys adjacent to the property and all driveway cuts.
- d. Existing buildings (if multi-tenant, show suite sizes and each suite frontage dimension).
- e. Display area, including dimensions of area and setbacks from property line.
- f. Existing parking area and spaces.
- g. Existing landscaping in proximity to display area.
- h. Location of existing and proposed lighting (must conform to [Article 35](#) Outdoor Lighting).

- i. For displays proposed in the public right-of-way, provide the following additional information:
  1. Width of sidewalk
  2. Curb location
  3. Distances from limits of display area to edge of sidewalk and edge of curb
  4. Dimensions and heights of any structures used for display
6. Size, materials and location of any signage associated with the display.

### **Procedure**

All outdoor sales shall be subject to all applicable codes and ordinances, including, but not limited to [Article 73](#) (Outdoor Sale and Display of Retail Merchandise), [Article 35](#) (Outdoor Lighting), and [Ordinance 90-08](#) (Noise Ordinance).

Once the application is submitted, the Planning staff will review the information for completeness. Once a complete application is submitted, the Planning, Building and Fire Department staff will review the information and approve, conditionally approve, or deny the request within twenty (20) working days. The decision of the Planning Division may be appealed to the Planning Commission pursuant to [Division 6 of Article 61](#) of the Escondido Zoning Code. If no timely appeal is filed, the decision of the Planning Division shall be final. The applicant shall be notified in writing of the final decision.

Outdoor Display Permits shall be valid for a maximum of one year from the date of issuance provided that the permit shall be extended automatically for an additional year unless written notice of termination is given to the permittee no less than thirty (30) days prior to the expiration of the permit.

**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: \_\_\_\_\_