PROMOTIONAL OUTDOOR SALE
PERMIT APPLICATION

PLANNING DIVISION
COMMUNITY DEVELOPMENT DEPARTMENT
5111 BENITO STREET, P.O. BOX 2308, MONTCLAIR, CA 91763
(909) 625-9477
www.cityofmontclair.org

MONTCLAIR

Pursuant to Chapter 11.68 of the Montclair Municipal Code, any business desiring to conduct a temporary, time-specified Promotional Outdoor Sale event on the same lot, such as parking lot or sidewalk sales, shall first obtain a Promotional Outdoor Sale Permit from the Department of Community Development. The applicant shall comply with all applicable regulations and requirements of the Montclair Municipal Code and other applicable Federal, State and local laws governing such event or activity.

Business Name _____   **Contact Person** _____

Mailing Address _____   **Phone (____)** _____

Name of Center _____   **Business License No.** _____

Type of sale event and general description of merchandise for sale _____

_____

Date(s) of this Promotional Outdoor Sale (maximum 10 days) _____

Date(s) of last Promotional Outdoor Sale _____

Describe all improvements that will be erected in association with this event, such as tents, fences, signs, etc.:

_____

_____

☐   **PREPARE A SITE PLAN ON THE REVERSE SIDE OF THIS APPLICATION SHOWING THE LAYOUT OF THE PROPOSED EVENT.**

☐   **PROVIDE WRITTEN APPROVAL FROM PROPERTY OWNER OR MANAGEMENT COMPANY AUTHORIZING EVENT ON THE SUBJECT SITE.**

ACKNOWLEDGEMENT: I, _____, do hereby declare that, under penalty of perjury, that all information in this application is true and accurate to the best of my knowledge, and further agree to comply with all conditions of this permit approval and all the provisions of the Montclair Municipal Code pertaining to Promotional Outdoor Sales. I further agree to indemnify and hold harmless the City of Montclair from any liability as a result of the granting of this permit.

Applicant's Signature _____   ***Date*** _____

PERMIT FEE: $35.00

☐ APPROVED
☐ DENIED   *by:* _____   *Date:* _____

Permit No. _____

CONDITIONS OF APPROVAL

_____ 1. _____
_____ 2. _____
_____ 3. _____
_____ 4. _____
_____ 5. _____

CASHIER VALIDATION

PROMOTIONAL OUTDOOR SALE EVENT SITE PLAN

Street Location*: _____

Note: Please show details of all outdoor display or activity areas, existing and proposed buildings, fences, parking layout, walkways, driveways, public streets and other relevant information on the drawing. You may also attach a separate drawing or brochure explaining the proposed event.

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