



ZONING PERMIT APPLICATION FORM

Fee: [See Fee Schedule.](#)

This Form, together with the General Application Forms, will become the Permit document for the Zoning Permit.

Processing Time: 30 days

Purpose: The Zoning Permit is also known as a Temporary Use Permit. Please file this permit application no less than 30 days before and no more than 6 months before your special activity.

Special activities may include:

- Outdoor sales of Christmas trees, pumpkins, or other produce, goods or merchandise.
- Outdoor swap meets or flea markets
- Carnivals, circuses, rodeos, fairs, festivals, tent sales, open air theaters, exhibits, games of skill, rides, booths, concession stands and other temporary entertainment events open to the public which are held out-of-doors.

Please fill out the [General Application Form](#) together with this form and submit online at the [City of Petaluma Permits & Planning Application Hub](#).

WHEN ISSUED, THE ZONING PERMIT SHALL BE POSTED ON-SITE

This is a Zoning Permit for: (Describe proposed activity)

Submission Requirements

** Please check with a planner for any items you are unsure about.*

- ☐ Please fill out a [General Application Form](#) and attach it to this form.
- ☐ Attach a Site Plan (can be on 8.5"x11" and drawn approximately to scale). Please note the following:
 - Name of Organization
 - Location/Address of Organization
 - Name of Person Completing the Site Plan
 - Date
 - Existing Buildings
 - Proposed parking and access points
 - Location of temporary use on the site
- ☐ Photos of existing conditions
- ☐ Proposed dates for Permit Validity: _____ to _____
- ☐ The proposed hours of operation are _____ AM/PM to _____ AM/PM on _____ (days).

City of Petaluma Planning Division

11 English Street, Petaluma, CA 94952

Hours: Please visit our website for current hours.
Mondays through Thursdays. Closed Fridays

T: (707) 778-4470

For faster responses, please e-mail us at:

petalumaplanning@cityofpetaluma.org
<https://cityofpetaluma.org/departments/planning/>

- ☐ On the last day of sales, all debris would be removed and all other necessary clean up would be completed by _____ AM/PM.
- ☐ Note: If a tent in excess of 200 sq.ft. or a canopy in excess of 400 sq.ft. is to be utilized during the selling period, a permit (\$60.00 fee made out to the City of Petaluma) shall be obtained from the Fire Marshal's Office, and a plot plan submitted for your site. An approved plan and permit shall be obtained from the Fire Marshal's Office prior to erecting the tent, and shall be available on-site at all times (California Fire Code/Uniform Fire Code, Article 32 – Temporary Membrane Structures, Tents, and Canopies).
- ☐ Note: No alcohol sales are permitted unless a license has been approved by the Police Department.

** Please see Chapter 7.070 of the [Implementing Zoning Ordinance](#) for more detailed information.*

** Issuance of this permit does not relieve the owner or applicant of the requirements to comply with Business Licensing and other regulations of the City.*

Declaration Required

Hold Harmless: The applicants/developers shall defend, indemnify, and hold harmless the City or any of its boards, commission, agents, officers, and employees from any claim, action or proceeding against the City, its boards, commission, agents, officers, or employees to attack, set aside, void, or annul, the approval of the project when such claim or action is brought within the time period provided for in applicable State and/or local statutes. The City shall promptly notify the applicants/developers or any such claim, action, or proceeding. The City shall coordinate in the defense. Nothing contained in this condition shall prohibit the City from participating in a defense of any claim, action, or proceeding if the City bears its own attorney's fees and costs, and the City defends the action in good faith.

I, _____, am the ☐ owner / ☐ authorized agent of the property for which the Zoning Permit is proposed. The above information and attached documents are true and accurate to the best of my knowledge. I have read and agree to all of the above.

Signature of ☐ Property Owner / ☐ Applicant

Date

Staff – Provide Copy of Approved Permits to:

Business Licensing, Finance Department
Watch Commander, Police Department
Neighborhood Preservation Coordinator, Police Department
Fire Marshall, Fire Department
Property File

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