



**COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT
PLANNING DIVISION**

P.O. Box 1609, Mammoth Lakes, CA 93546

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www.townofmammothlakes.ca.gov

OUTDOOR SALES ADMINISTRATIVE PERMIT

(Municipal Code Section 17.52.230)

Name of applicant or agent _____ Mailing Address _____

E-Mail Address _____ Phone Number _____

Property Owner (if other than applicant) _____ Mailing Address (property owner) _____

E-Mail Address (property owner) _____ Phone Number (property owner) _____

Street address _____ Assessor Parcel Number(s) _____ Zoning _____

Description of use:

A business shall be limited to three consecutive days of temporary outdoor displays/sales per calendar year. The requested sales dates, including the named days of the week are:

Year: _____

Month: _____ Day 1: _____, Day 2: _____, Day 3: _____

Notes:

All applications for permits for outdoor sales use must be accompanied by the following information:

ALL APPLICATIONS MUST INCLUDE:

- Completed Application Form
- Signature(s) of applicant and property owner(s) where the outdoor sale will take place
- Payment of all applicable fees (See Community & Economic Development Fee Schedule)
- Site Plan including:
 - o Property lines and adjoining street frontages
 - o Building foot print
 - o Temporary outdoor sale or display structure foot print and dimensions
 - o Setbacks from the property lines for the temporary structure
- Elevation drawing showing height of the temporary structure
- Location and size of the temporary sign

Temporary outdoor commercial sales and displays conducted in conjunction with an established business* shall be subject to the following standards:

1. An administrative permit shall be required for a temporary outdoor display or sale.
2. Only one temporary outdoor sale or display shall be allowed per property at one time.
3. The sale or display shall be directly related to a business occupying a permanent structure on the subject property.
4. A business shall be limited to three consecutive days of temporary outdoor displays/sales per calendar year. In addition, businesses are allowed one day for set up of the temporary display or sale and one day to remove the temporary display or sale.
5. The temporary outdoor sale area and display shall not exceed 400 square feet.
6. An outdoor sale or display shall not be located in a public right-of-way and shall not interfere with emergency vehicular access or pedestrian access.
7. Temporary structures associated with the outdoor sale or display shall conform to the applicable building height and setback requirements.
8. Hours of operation shall be limited to daylight hours with all outdoor sales and display items and facilities removed from the site at the close of daily business, unless otherwise approved by the Director.
9. One sign, not to exceed 20 square feet, is permitted for a temporary outdoor display or sale. Signs shall be in conformance with Municipal Code §17.48.090.N.
10. The landlord retains the right to control his/her property in all legal ways including changing or cancelling such sales. **The property owner's signature will be required on the final permit.**
11. In the event that the parking lot sale creates an on-site traffic or pedestrian problem, the permit may be cancelled or adjusted by Town staff on demand. All sales areas and setup shall be a minimum of three feet from driveways and the end of applicable parking stalls. Blocking access to door or any pedestrian walkway (a minimum of three feet passage required for access) is not permitted.
12. In consideration of the acceptance of this Administrative Permit, signatories and applicant hereby waive, release, and discharge any and all claims for damages or death, or bodily injury, and property damage which may have, or which may hereafter accrue as a result of the said activity.

This release is intended to waive, release, and discharge in advance, the Town of Mammoth Lakes, its officers, agents, servants, volunteers and employees from liability, even though that liability may arise out of negligence or carelessness on the part of the persons or entity named above and even if such persons and entity are otherwise strictly liable.

It is understood that the activity mentioned above and on all attachments involves an element of risk associated with the activity, whether known or unknown, and whether known or unknown to the persons and entity above named.

Applicant's Signature: _____ Date: _____

Applicant's Name: _____
(Printed)

Property Owner's Signature: _____ Date: _____

Property Owner's Name: _____
(Printed)

Additional notes or comments may be submitted along with the application. Additional conditions may be added to the final permit. All conditions herein, and any other conditions and requirements added to the final Administrative Permit by the Town, shall be required permit conditions and shall be adhered to for the duration of the sale / Permit. The Town reserves the right to alter, or revoke this permit for any reason at any time.

* **Established Business Criteria:** To qualify as an “established business” for the purpose of temporary outdoor displays and sales, the following criteria shall be met:

1. The business location shall be a standalone building or a physically separated suite within a multi-tenant building. Physically separated is defined as an enclosed area with a lockable door;
2. The business shall have a point-of-sale for retail transactions and shall conduct sales at the business location (e.g., the location cannot function as merchandise storage);
3. The business shall have its own name, provided that any business occupying the same location as a previous business, under the management and control of the same or substantially similar people as that previous business, and engaged in a substantially similar business as that previous business, shall not be considered a new business simply because of a change of name;
4. Any sales made by a business shall be made under that business’s name and all price tags and receipts shall identify that name; and
5. The business shall possess a valid business tax certificate.

Businesses that do not fit the definition of “established business” are not permitted to conduct a temporary outdoor display or sale.