



Outdoor Vending Facility Permit Application

Staff will assign **FILE #**

INSTRUCTIONS. Use this form to apply for a Planning Administrative Permit to operate a stationary outdoor vending facility for service to the public on lots zoned for commercial/industrial uses. Your proposal must include documents and meet the requirements as listed on page 2. Submit the application package in person at the Planning Counter at the Development Services Permit Center, 1st floor, City Hall. Visit www.sanjoseca.gov/permitcenter for hours.

Use the computer-fillable form at www.sanjoseca.gov/PlanningApplications or print clearly using ink.

SECTION A - APPLICANT TO FILL OUT THIS SECTION

FIXED-BASE HOST ADDRESS:

ASSESSOR'S PARCEL NUMBER FIND APN- WWW.SCCASSESSOR.ORG:
SEPARATE MULTIPLE APNS WITH A COMMA

APPLICANT NAME:

VENDING BUSINESS NAME:

CONTACT NAME IF DIFFERENT FROM APPLICANT:

CONTACT MAILING ADDRESS:

CONTACT PHONE:

CONTACT EMAIL:

• **APPLICANT SIGNATURE** PRINT NAME DATE (mm/dd/yyyy)

SECTION B - FIXED-BASE HOST TO FILL OUT THIS SECTION; PROPERTY OWNER MUST ALSO SIGN IF DIFFERENT FROM HOST BUSINESS

HOST BUSINESS OWNER NAME:

HOST BUSINESS MAILING ADDRESS:

HOST BUSINESS PHONE:

ONLY IF DIFFERENT FROM HOST BUSINESS
PROPERTY OWNER PHONE:

HOST BUSINESS EMAIL:

ONLY IF DIFFERENT FROM HOST BUSINESS
PROPERTY OWNER EMAIL:

DECLARATION: As required by San José Municipal Code Title 20, I hereby agree to provide support facilities including parking, restrooms, and trash disposal to the above-named Applicant for operation of a vending facility.

• **HOST BUSINESS SIGNATURE** PRINT NAME DATE (mm/dd/yyyy)

• **PROPERTY OWNER SIGNATURE** ONLY IF DIFFERENT FROM HOST BUSINESS PRINT NAME DATE (mm/dd/yyyy)

REQUIRED NOTARIZATION:

• **WITNESSED BY** PRINT NAME DATE (mm/dd/yyyy)

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OFFICE USE ONLY		
DATE:	ZONING:	PAID: \$
BY:	PD ZONING FILE #:	RECEIPT #:

An Administrative Permit will be issued for proposals that meet all requirements below and as specified in San José Municipal Code Title 20. See www.sanjoseca.gov/municipalcode.

REQUIREMENTS

Use the check boxes below as a way to confirm that you understand and are meeting these requirements:

Zoning. Visit www.sjpermits.org to find the zoning of a property by entering the address or Assessors Parcel Number. Outdoor vending may be allowed in the following zoning districts after issuance and compliance with an Administrative Permit:

- CG, CN, CP, CIC
- HI, LI, PQP, TEC
- PD districts allowing the same uses of the above zoning districts

Advertising, signs and displays. Codes and restrictions also apply to vending facility advertising, signs, and displays. See [San José Municipal Code](#) Sections 20.80.800 - 20.80.890.

Fixed-base host. This is a permanent business operating on-site, whose owner is willing to share trash disposal and sanitary facilities with you. The host business owner's signature must be notarized on the permit application.

Hours of Operation. These regulations apply:

- » The vendor may operate only when the host business is open for business.
- » Additionally, the vendor may NOT operate between 10:00 p.m. and 6:00 a.m.
- » When the host business is closed, the vending facility must be removed from the parcel or be stored indoors.

Parking. At least 3 parking spaces must be provided, within 200 feet of the approved location for the vending facility and on the host site. These spaces are in addition to the spaces that the City requires of the permanent businesses on-site.

Size. The maximum size for the vending facility and associated conveyance, if any, is:
10 feet wide X 24 feet long X 10 feet high

Setbacks. The vending facility must comply with these minimum setbacks:

- 15 feet from street right-of-way, public right-of-way, parcel, and lot lines.
- 20 feet from a driveway curb cut
- 30 feet from street intersections
- 100 feet from freeway on- or off-ramps
- 150 feet from a residence
- 500 feet from other vending facilities on private property

APPLICATION PACKAGE

Application package to include this form plus:

- 1 set - Photographs of project site mounted on 8.5x11" paper showing the proposed vending facility location and existing buildings
- 3 sets - Site Plans, minimum sheet size is 11x17"
- Permit Fee Payment - See www.sanjoseca.gov/PlanningFees

Instructions for Site Plans - Draw site plans to scale. Label all sheets as "Site Plan" and date and number each sheet in a block in the lower right corner. Allow space in the block to enable future revision dates. Site Plan sheet must include:

Title Sheet - List:

- Name of vending business
- Name and type of business of fixed-base host
- List all outdoor vending permits issued for the subject site

Other Sheets - Show:

- Assessor's Parcel Map marked with the project location
- Parcel lot lines and site dimensions, and show location and dimensions of the proposed vending facility
- All buildings on the parcel and their uses
- All off-street parking, loading, and circulation areas; show all dimensions
- Proposed removal of any parking spaces plus 3 parking spaces to be dedicated to tenant space
- Table showing:
 - » Total acres of subject property
 - » Total existing square footage of floor space for each tenant space
 - » Total number of off-street parking and loading spaces
 - » Use of adjacent properties, including locations of any buildings or freeways within 50 feet of property lines

Questions?

Speak with a planner at 408-535-3555. Visit www.sanjoseca.gov/planning for phone service hours.