



## CITY OF SAN MARCOS PLANNING DIVISION

# AN APPLICANT'S GUIDE TO PROCEDURES FOR:

## PARKING LOT SALES

1 Civic Center Dr., San Marcos, CA 92069-2918 (760) 744-1050 FAX (760) 591-4135

One of the City's concerns is to encourage the economic vitality of established commercial, business park and industrial areas by affording increased merchandise visibility through the establishment of standards for the outdoor display of small retail merchandise items in an ongoing manner, and the allowance of temporary parking lot sales for other retail items as a limited special use. The safe and orderly display of merchandise can be beneficial by attracting interest, adding character, and increasing pedestrian traffic to a commercial area which can extend economic benefits to all commercial enterprises within that area.

These regulations deal with parking lot sales.

### Permit Needed?

All parking lot sales are required to have a permit prior to the activity occurring. Such a permit is issued by the Planning Division and will include Planning Division approval. The Planning Division staff reviews the application for compliance with the parking lot sale regulations and any other applicable regulations. Applications can usually be processed over the counter; however it may take longer.

This pamphlet tells you how to apply for a parking lot sale permit, how we will process your application, and introduces you to the parking lot sale standards and application of the standards.

### How do you get a parking lot sale permit?

- **Conference with staff:** Talk to the Planners of the Development Services Department before you put time and money into a parking lot sale. You can request a copy of our Parking Lot Sale Regulations that will tell you about size, display area and signage requirements.
- **Application:** In all cases, you'll have to fill out an application form to get a parking lot sale permit. With your application form you'll have to include plans. A fee is required of \$50.00.

### Plans are required

Two (2) copies of a site plan are required and needs to depict all information necessary to ascertain the size and location of the event including the dimensions, location, number of parking spaces utilized, and any structures associated with the event. The site plan must be in ink or other nonerasable medium on a minimum 18" x 24" paper. Be sure the site plan also includes:

- Your name, address and phone
- The location of the business (address and Assessor Parcel Number)
- The date the drawings were prepared
- The scale of the drawings

- **Staff Review:** The Planning Division staff will review your request and compare it to the parking lot sale regulations.
- We will note any changes that need to be made to meet City standards. If you agree to these changes, we'll issue an approval subject to those changes. If you don't agree to the changes, we can't issue an approval or permit.
- **Permit Issued:** If your parking lot application complies with City standards (including signs) the Planning Division will approve it prior to the activity.

## **PARKING LOT SALE REGULATIONS**

The regulations were adopted by the City Council based upon a recommendation of the Sign Ordinance Task Force. The following are the parking lot regulations.

1. The outdoor display area shall not be placed in the right-of-way and shall not extend beyond the actual frontage of the associated indoor use. Displays shall be temporary and removed at the end of each business day.
2. Parking lot circulation shall remain unobstructed at all times. Private sidewalks, courtyards, or other entry areas may be utilized for display provided a minimum six-foot-wide pedestrian area remains clear and unobstructed and all fire, building, and handicapped access requirements are met.
3. All displays shall be located in such a manner so that vehicular sight distance is not impeded to the satisfaction of the Engineering Division.
4. Display and sale of merchandise is permitted only by the tenant of an existing commercial development on the same site. Outdoor displays are not permitted on vacant property.
5. No sales or display of merchandise from cars, trucks, or any other vehicle is permitted.
6. All signage shall comply with the City's temporary sign regulations.
7. All displays shall be located within hardscape areas. No merchandise may be displayed in any landscaped area, or be situated in such a manner as to be detrimental to any landscaping on the site.
8. Parking lot sales are permitted for a maximum of twenty-eight (28) days per calendar year and not to exceed more than three (3) days in any given month.
9. A maximum of 20% of the required parking spaces for the sponsoring business, or 5% of the spaces within a commercial center containing multiple tenants may be utilized for the display and sale of merchandise.
10. Any structure used in conjunction with a sales event shall be subject to all Fire and Building Division requirements.
11. All applicable zone setback and signage requirements shall be maintained at all times.
12. All food sales shall be conducted in compliance with Health Department requirements.

# CITY OF SAN MARCOS

## PARKING LOT SALES APPLICATION

City of San Marcos  
Development Services Dept.  
1 Civic Center Drive  
San Marcos, CA 92069

P.L.S. Permit No. \_\_\_\_\_  
Date Approved: \_\_\_\_\_  
Approved By: \_\_\_\_\_  
Receipt No.: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Property Owners Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Location of Sale (Business Name): \_\_\_\_\_

Project Address: \_\_\_\_\_ APN: \_\_\_\_\_

Business Phone: \_\_\_\_\_

### Sale Proposal Description:

List the type of sale proposed by number of days and the amount of parking spaces that will be taken. Attach a site plan for location of the sale on subject property and the number of parking spaces taken by the sale. If canopies will be used, they must be approved by the San Marcos Fire Protection Department. If an outdoor sign pertinent to the sale is planned, then a separate permit for a temporary sign shall be obtained.

<u>Date</u>	<u>Total Number of Spaces Available</u>	<u>Number of Spaces Used</u>
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Print Name \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

