



**CITY OF VISTA**  
**Administrative Temporary Use Permit**

(Revised 07/1/25)

Permit No. \_\_\_\_\_ Date \_\_\_\_\_

I/We the undersigned request that an Administrative Temporary Use Permit be granted to authorize a sidewalk/parking lot sale, or other temporary activity (as described below) between the hours of \_\_\_\_\_ to \_\_\_\_\_ from (date) \_\_\_\_\_, to an including (date) \_\_\_\_\_, on property addressed as (no.) \_\_\_\_\_ (street) \_\_\_\_\_.  
(Assessor's Parcel Number (APN) : \_\_\_\_\_).

Activity (describe in detail and attach a plot plan) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is alcohol being served?  
\_\_\_\_ Yes (please contact California Department of Alcoholic Beverage Control at the San Marcos District Office (760) 471-4237 for additional information on alcohol related permit requirements).  
\_\_\_\_ No  
Any private road closures? \_\_\_\_ Yes \_\_\_\_ No  
How many persons (approximately) are expected to attend this event? \_\_\_\_\_

In accepting this Permit, I/We understand that permits can only be approved for four events per year and a five days maximum each event. I also understand and agree to the conditions listed (must be initialed by applicants), and such other conditions as may be levied by the Zoning Administrator as a condition(s) of granting this Permit.

- 1. Business name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Address: \_\_\_\_\_
- 2. Business name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Address: \_\_\_\_\_
- 3. Business name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Address: \_\_\_\_\_

**Landlord or Property Manager approval:** \_\_\_\_\_

Conditions

Each applicant (or group, where more than one is involved) must comply with the conditions as set forth herein, prior to or upon approval and granting of an Administrative Temporary Use Permit.

- 1. Each permit application must be signed by not less than three (3) established merchants in a commercial complex, or a single large business with a gross sales floor area of 20,000 square feet. Initial \_\_\_\_\_

2. Any sidewalk/parking lot sale conducted on property other than that owned or leased by the applicant(s) must have written permission of the property owner or authorized agent. \_\_\_\_\_
  
3. By accepting such a permit, the permittee(s) agrees to defend, indemnify and hold harmless the City of Vista, its officers, employees and agents for any and all liability arising out of the actions permitted by said Temporary Use Permit, and the permittee(s) agrees to pay on behalf of the City of Vista, all claims, damages, judgments, legal and court cost, adjuster fees, and attorney fees related thereto. \_\_\_\_\_
  
4. The permittee(s) agree to provide to the City of Vista, a Certificate of Liability insurance naming the City of Vista as additional insured, and which includes coverage for the effective date(s) of said Administrative Temporary Use Permit, and with a minimum limit of liability of \$1,000,000 (one million dollars). \_\_\_\_\_
  
5. This permit does not allow any exceptions to other City Codes. The use of sound amplification is not allowed. \_\_\_\_\_
  
6. The event area, including any adjacent landscaped areas, parking areas and drive aisles, shall be kept free of trash and debris at all times. The applicant shall ensure the cleanup and removal of any trash and debris at the conclusion of the event. \_\_\_\_\_
  
7. Payment of fee(s) in accordance with current fee schedule. \_\_\_\_\_

Additional conditions (if necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Office Use Only

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Sheriff's approval is required prior to permit issuance:

Sheriff's approval: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Department approval is required prior to permit issuance:

Fire Department approval: \_\_\_\_\_ Date: \_\_\_\_\_

The Zoning Administrator hereby grants an Administrative Temporary Use Permit to conduct a

\_\_\_\_\_

\_\_\_\_\_

All activities shall be conducted in compliance with the provisions of Section 18.76.020 of the City Code, a summary of which is attached hereto and shall be displayed with this notice of approval. This authorization shall be posted in a conspicuous place on the site of the permitted activity during the hours of operation of said activities.

\_\_\_\_\_  
Zoning Administrator

\_\_\_\_\_  
Date