



CITY OF CLOVIS

CITY HALL • 1033 FIFTH STREET • CLOVIS, CA 93612

TO: Seasonal Lot Operators

FROM: City of Clovis Planning, Finance, Building and Public Utilities Departments

DATE: September 22, 2016

SUBJECT: Guidelines for Temporary and Seasonal Lots

To receive approval of your business license application, these guidelines must be followed when setting up your lot (one month prior to opening), during the operation of your temporary sales lot, and after closing at the end of the sales period:

1. A completed Administrative Use Permit application and all applicable fees, (\$875.00). Materials and exhibits required as listed on the attached application, as well as procedure requirements for this process may be required. Please contact the Planning Department at (559)324-2340 for any special permits.
2. Applicant shall provide a site plan providing adequate vehicular access and parking to the site.
3. All (temporary) signs used are approved by the Planning Department and shall comply with "Table 1 – Special Uses" of the Clovis Municipal Code – Sign Ordinance (see attached). No flashing or distracting lights.
4. All permits for electrical and plumbing must be obtained from the Building Inspection Division.
5. A \$200.00 deposit must be paid for minimum refuse service, **required**. One 2-yard bin will be provided and emptied once per week, if requested by the applicant. The site must be kept clean and in an orderly manner. If site is cleaned up and returned to its original condition within ten (10) days after the sales period ends, your deposit minus your refuse charges will be refunded.
6. Open fires are not allowed.
7. ***Must provide a copy of the written agreements between the property owner and the lot owner. Must provide a copy of the approved AUP from Planning Department.***

Thank you for selecting Clovis for your sales site and good luck!



CITY OF CLOVIS

1033 Fifth Street • Clovis, CA 93612 • (559) 324-2112

APPLICATION FOR 1-DAY or SPECIAL EVENT BUSINESS LICENSE

APPLICANT NAME: _____ DRIVER'S LIC #: _____

ADDRESS: _____
STREET CITY STATE ZIP

PHONE #'S: _____ HOME _____ CELL _____ WORK _____

NAME OF SPONSORING ORGANIZATION OR BUSINESS: _____

ADDRESS: _____
STREET CITY STATE ZIP

PHONE #: _____

NATURE OF BUSINESS INCLUDING ANY ATTRACTIONS YOU MAY HAVE AT THE LOT:

ADDRESS OR LOCATION OF EVENT: _____

DATES FOR WHICH LICENSE IS REQUIRED: _____

NOTE: IT IS UNDERSTOOD THAT THE ISSUANCE OF A LICENSE DOES NOT EXEMPT YOU FROM COMPLYING WITH ANY/ALL APPLICABLE STATE LAW OR CITY CODE.

SIGNATURE: _____ DATE: _____

TO BE COMPLETED BY THE CITY

BUSINESS LICENSE #: _____ RECEIVED BY: _____

FEE: \$140.00 DATE PAID: _____ RECEIPT #: _____

APPROVED BY: _____, PLANNING DEPARTMENT

**CITY OF CLOVIS
PUBLIC UTILITIES DEPARTMENT
SOLID WASTE SECTION CONDITIONS
CHRISTMAS TREE & PUMPKIN LOTS AND SPECIAL EVENTS**

CHRISTMAS TREE & PUMPKIN LOTS AND SPECIAL EVENTS
REQUEST FOR CITY REFUSE SERVICE

Lot address: _____
If no specific address, give general description (example: southwest corner Ashlan and Minnewawa)

Name: _____

Permanent/
Billing Address: _____
Address City State Zip

Phone: _____

MINIMUM SERVICE REQUIRED:

1	2-yard	1X PER WEEK
# OF BINS	BIN SIZE	FREQUENCY

APPLICANT REQUESTED THE FOLLOWING SERVICE:

	2-yard	
# OF BINS	BIN SIZE	FREQUENCY

**APPLICANT IS REQUIRED TO PAY A REFUNDABLE
\$200.00 DEPOSIT**

Applicant will be reimbursed full cleaning deposit if: lot is left clean, not requiring the Solid Waste crew to clean or remove debris or trees. If the city Solid Waste crew has to pickup debris and/or trees, the fee will be based on the Special Pickup rate of \$79.40 per hour (minimum charge is one hour).

I agree to the above conditions and refuse service requirements

Signed _____

Date _____

SOLID WASTE ONLY

LEADWORKER	
INITIAL	DATE

DELIVERED BY:		
	INITIAL	DATE