



**TEMPORARY OUTDOOR MERCHANDISE DISPLAY
PERMIT APPLICATION**
CITY OF UPLAND - RESTRICTED TO DOWNTOWN ONLY
DEVELOPMENT SERVICES DEPARTMENT – PLANNING DIVISION
(909) -931-4130

PROJECT ADDRESS/LOCATION: _____ _____	FILE NO.: _____
	RELATED FILES: _____
APPLICANT NAME: _____	PROPERTY OWNER: _____
ADDRESS: _____ _____	ADDRESS: _____ _____
PHONE: _____	PHONE: _____
FAX: _____	FAX: _____
E-MAIL: _____	E-MAIL: _____

PROJECT DESCRIPTION

BUSINESS NAME: _____

TYPE OF RETAIL SALES: _____

Start Date:	End Date:
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APPLICANT CERTIFICATION

I hereby certify that the information provided is complete and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Signature

Date

DATE RECEIVED:	RECEIVED BY:	FEES:	RECEIPT NO:
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INSTRUCTIONS & REQUIREMENTS

The City of Upland is allowing Temporary Outdoor Merchandise Display Permits within sidewalk areas for businesses with active business licenses in the City of Upland to allow for the outdoor display and sale of merchandise in the Downtown Area (See Attached Map). The purpose is to encourage appropriate social distancing requirements in accordance with applicable State of California, Office of the Governor, Executive Orders. Please complete this application and submit it to the City of Upland Planning Division at 460 N. Euclid Avenue, Upland, CA. Request this permit if you're a retail business owner who would like to expand operations outside into the sidewalk (note that this includes the point of sale).

There is no fee required.

1. A letter of permission from the property owner must be submitted if the applicant does not own the property where the business is located.
2. A sketch of the site with the location of the sales area should be submitted with the application.
3. Outdoor Merchandise Display areas are restricted to the sidewalk.
4. Off-site signage is not permitted.
5. Outdoor retail displays are limited to an 18-square foot area adjacent to the storefront.
6. Outdoor displays shall maintain a minimum unobstructed sidewalk width of four feet and shall not obstruct building entrances.
7. Outdoor display shall be limited to the same merchandise that is permitted to be sold in the store.
8. Outdoor displays shall be placed so as not to interfere with the reasonable use of storefront windows for display purposes by adjacent businesses.
9. Outdoor displays shall not unreasonably obstruct visibility of other businesses.
10. Outdoor displays shall be maintained and in good condition at all times.
11. Outdoor displays shall be limited to the hours of operation of the originating business and shall be removed from public view at the close of each business day.
12. Freestanding A-frame signs limited to six square feet may be located at the storefront sidewalk if positioned to maintain pedestrian and vehicular circulation, including handicap accessibility requirements.
13. All sidewalk display areas must be maintained clean of litter and adhere to the applicable State of California, Office of the Governor, Executive Order Guidelines for distance separation and other requirements.
14. Access must be maintained in accordance with the Americans with Disabilities Act and all applicable standards.
15. Businesses are encouraged to follow all recommendations for masks, hand sanitizing, barriers, etc., to protect customers and employees.
16. This Temporary Permit shall be restricted to normally permitted current zoning activity and shall be related to the principal commercial activities in operation on the subject property.
17. All merchandise sold and displayed outdoor shall be the same as available for the permitted business and no off-premises businesses are permitted under this application.

- 18. This Temporary Permit may be revoked by for failure to comply with the outlined submittal requirements, City of Upland Codes and Regulations.
- 19. A copy of the approved application must be kept on premises for review by City officials on request.
- 20. This Temporary Permit approved per this application shall remain in effect until October 31, 2020 unless modified by the City of Upland Council.

I, the undersigned, will indemnify and hold harmless, the City of Upland, its employees, officers and any other associates, from and against any actions, in law or in equity, from liability or claims for damages, demands or judgments to any person or property which may result now or in the future from the issuance of this permit.

Signature of Applicant

Date

Temporary Outdoor Merchandise Display Areas

