



GLENN COUNTY  
PLANNING AND PUBLIC WORKS AGENCY  
777 North Colusa Street  
Willows, CA 95988  
(530) 934-6540  
FAX (530) 934-6533  
[www.countyofglenn.net](http://www.countyofglenn.net)



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## **INSTRUCTIONS FOR FILING APPLICATION FOR VENDOR PERMIT**

Vendor permits shall only be issued as provided in Chapter 15.820 of the Glenn County Code. Vendor permits shall only be granted within the following zones: “C”, “M”, “SC”, “LC”, “HVC”, “PDC”, and “PDR”. No vendor permits shall be required for nonprofit organizations or for sales of produce. Vendor permits may be issued for the retail sales of items such as flowers, balloons, souvenirs, news publications, and food items such as hot dogs, sandwiches, candy, ice cream, and similar items.

An application involving the sale of any prepared food, seafood, snack bars, pre-packed food, approved unpacked food, or similar food item for retail sale, or distribution at no cost, shall be accompanied by a food service or food facility permit issued by the Glenn County Health Department pursuant to the requirements of the California Retail Food Facilities Law.

The following list is intended to meet the requirements of State of California Government Code Section 65940.

### **APPLICATION CHECKLIST:**

1.  The applicant shall pay the required application fee. Fees are accepted by check, cash, or credit card. Checks should be made payable to Glenn County. The current application fee is as listed in the Glenn County Master Fee schedule.
2.  The application form shall be properly filled out and signed by the applicants and ALL property owners. All property owners shall sign (husband and wife) or a Power-of-Attorney shall be submitted specifically authorizing a designated person to sign the application. If the property owner is a corporation, a Resolution from the corporation authorizing this application shall be submitted. The Resolution shall indicate an individual or individuals who are authorized to sign the application on behalf of the corporation.
3.  One copy of the current Grant Deed. The grant deed must include a legal description of the property for which the project is being proposed.
4.  Submit photos or renderings of sales structures to be used.
5.  One copy of the current County Assessor’s Map with the property for the proposed Vendor Permit delineated on the map shall be submitted with the application.

6.  **SITE PLAN REQUIREMENTS:**

One (1) copy of a clear and legible site plan shall be submitted with the application. Additional copies of the site plan shall be submitted to the County upon request. The site plan shall be at least 8.5 inches by 11 inches. It shall be large enough to show all information clearly and shall be drawn using an engineer's scale. A legible and reproducible reduction of the site plan is also required if presented on sheets larger than 11 inches by 17 inches. The site plan shall contain the following information unless it doesn't apply to the specific project or project location:

- (a)  Name, mailing address, and phone number of applicant(s).
- (b)  Name, mailing address, and phone number of property owner(s).
- (c)  Current Glenn County Assessor's Parcel Number(s) and property address (if applicable).
- (d)  North arrow and scale. The site plan shall be drawn so that north faces the top of the page and shall be drawn to a scale. The scale of the site plan shall be indicated (i.e. graphic bar scale, verbal scale, representative fraction).
- (e)  All property dimensions and acreage. Parcels less than one acre in area may be noted in square feet.
- (f)  Locations of all existing buildings and structures including their dimensions (LxW), height (H), and distances to all property lines (setbacks). The distances between all buildings and structures shall also be shown. All buildings and structures shall be labeled according to their type of use.
- (g)  Identify all locations where sales are proposed. Only two (2) carts, push carts, stands, trailers, kiosks, or similar sales structures no exceeding one hundred sixty (160) square feet in area shall be used in conjunction with a vendor's permit.
- (h)  Names and locations of all adjoining/adjacent streets or roads. Also show existing driveways.
- (i)  Identify any other information on the site plan which may be pertinent to the specific project or site.

All vendor permits and permit holders are subject to the standards and conditions as presented in Chapter 15.820 of the Glenn County Code. The application should demonstrate that all permit requirements are met.

**15.820.010 Application for a Vendor's Permit**

- A. *Applications for a vendor's permit shall be accompanied by photos or renderings of sales structures to be used, and shall be submitted to the planning authority.*
- B. *The application shall specify all locations where sales are proposed.*
- C. *The application shall be accompanied by an itinerant business permit, if applicable, for proposed use issued by the County.*
- D. *An application involving the sale of any prepared food, seafood, snack bars, pre-packaged food, approved unpacked food, or similar food item for retail sale, or distribution at no cost, shall be accompanied by a food service or food facility permit issued by the Glenn County Health Department pursuant to the requirements of the California Retail Food Facilities Law.*
- E. *Vendor permits may be issued for the retail sale of items such as flowers, balloons, souvenirs, news publications, and food items such as hot dogs, sandwiches, candy, ice cream and similar items.*
- F. *The vendor shall post the permit in a conspicuous space for the immediate inspection by the Sheriff or other officer of the county.*

**15.820.020 Standards for Vendor Permits**

- A. *Only one (1) vendor permit may be permitted per lot.*
- B. *Hours of operation shall be limited to the hours between 8:00 a.m. and 9:00 p.m. daily.*
- C. *Only two (2) carts, push carts, stands, trailers, kiosks or similar sales structures not exceeding one hundred sixty (160) square feet in area shall be used in conjunction with a vendor's permit.*
- D. *A vendor's permit shall only be valid for sixty (60) days.*

**15.820.030 Where Allowed**

*Vendor permits shall only be granted for the Commercial, Industrial, Service Commercial, Local Commercial, Highway Commercial, Planned Development Commercial and Planned Development Residential Zoning Districts. No vendor permits shall be required for nonprofit organizations or for sales of produce.*

According to Section 65943 of the California Government Code, your application shall be reviewed by the County within 30 days from the filing date to determine the completeness of the application. You shall receive written notice if the application is determined to be incomplete. Please note that acceptance of the application as complete is not an indication of approval.

If the application is deemed incomplete for further processing, the applicant may appeal this decision to the Planning Commission by filing a Notice of Appeal with the Planning & Public Works Agency within ten (10) days from the date of the written notice (Glenn County Code §15.050.040). The Notice of Appeal shall be submitted in writing and accompanied by appeal fee as listed in the Glenn County Master Fee Schedule.

The Planning & Public Works Agency or any other reviewing agency may, in the course of processing the application, request the applicant to clarify, amplify, correct, or otherwise supplement the information required for the application. According to Section 65944(C), additional information may be requested in order to comply with Divisions 13 of the State of California Public Resources Code.

VP \_\_\_\_\_

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**APPLICATION FOR VENDOR PERMIT**

NOTE:FAILURE TO ANSWER APPLICABLE QUESTIONS AND REQUIRED ATTACHMENTS COULD DELAY THE PROCESSING OF YOUR APPLICATION.

1. Applicant(s):

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

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

Phone:(Business)\_\_\_\_\_ (Home)\_\_\_\_\_

Fax:\_\_\_\_\_ E-mail:\_\_\_\_\_

2. Property Owner(s):

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

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

Phone:(Business)\_\_\_\_\_ (Home)\_\_\_\_\_

Fax:\_\_\_\_\_ E-mail:\_\_\_\_\_

3. Name and address of property owner's duly authorized agent (if applicable) who is to be furnished with notice of hearing (Section 65091 California Government Code).

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

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

4. Request or Proposal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Address and Location of Project: \_\_\_\_\_

6. Current Assessor's Parcel Number(s): \_\_\_\_\_

7. Existing Zoning: \_\_\_\_\_

8. Existing Use of Property: \_\_\_\_\_

9. Provide any additional information that may be helpful in evaluating this proposal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DECLARATION UNDER PENALTY OF PERJURY**

(Must be signed by Applicant(s) and Property Owner(s))

(Additional sheets may be necessary)

The Applicant(s) and/or Property Owner(s), by signing this application, shall be deemed to have agreed to defend, indemnify, release and hold harmless the County, its agents, officers, attorneys, employees, boards and commissions from any claim, action or proceeding brought against the foregoing individuals or entities, the purpose of which is to attack, set aside, void or null the approval of this development entitlement or approval or certification of the environmental document which accompanies it, or to obtain damages relating to such action(s). This indemnification agreement shall include, but not be limited to, damages, costs expenses, attorney fees or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the approval of the entitlement whether or not there is concurrent passive or active negligence on the part of the County.

Applicant(s):

Signed: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_

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

I am (We are) the owner(s) of property involved in this application and I (We) have completed this application and all other documents required.

I am (We are) the owner(s) of the property involved in this application and I (We) acknowledge the preparation and submission of this application.

I (We) declare under penalty of perjury that the foregoing is true and correct.

Property Owner(s):

Signed: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_

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



## GLENN COUNTY VENDOR PERMIT

OPERATOR:

LOCATION:

TYPE OF BUSINESS:

HOURS OF OPERATION:

EXPIRATION DATE:

**This permit shall be posted in a conspicuous space for immediate inspection by an officer of the Sheriff's Department or other officer of the County.**



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LOCATION:

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