City of Vallejo

Planning Division

555 Santa Clara Street, Vallejo, CA 94590 Phone: (707) 648-4326 Fax: (707) 552-0163

Planning Handout No. PH-28

OFF-SITE AUTO SALES PERMIT

What is an Off-site Auto Sales Permit?

The City of Vallejo requires that Auto Sales held "off-site" of a car dealer's usual place of business be required to secure an Off-site Auto Sales Permit. These Off-site sales are usually held in shopping center parking lots or other locations where there is sufficient parking and circulation to accommodate the "for sale" cars and the customer's cars. The Off-site Auto Sales Permit is a Planning Staff approval allowing the City to enforce standard conditions as well as evaluate the sale and its appropriateness to a particular location.

Where are the appropriate Off-site Auto Sales Permit locations?

- 1. Long's Drug Plaza parking lot on Sonoma Blvd. Sales limited to approximately 120 cars.
- 2. *Meadows Shopping Center* (Wall Mart/Food 4 Less) parking lot on Sonoma Blvd. Sales limited to approximately 50 cars.
- 3. Vallejo Plaza, Sonoma Blvd. Sales limited to approximately 75 cars.
- 4. Rite Aid Center, Solano Avenue at Highway 80. Sales limited to approximately 40 cars.
- 5. *Costco Center*, Plaza Drive. Sales limited to area on easterly side of parking lot toward the Social Security office and limited to 40 cars.
- 6. Toys R Us parking lot, Admiral Callaghan Drive. Sales limited to 100 cars.
- 7. *Gateway Plaza* near Office Max and Century 14 theaters. Sales limited to approximately 50 cars.
- 8. Mervyn's/Golds Gym Plaza, Sonoma Blvd. Sales limited to approximately 75 cars.
- 9. Other locations provided the City has a 30-day opportunity to consider the site prior to issuance of an Administrative Permit.

What is required for plan submittal?

- ◆ **Application:** A completed planning application signed by the property owner and applicant.
- Fee: An application fee of \$ _____.
- ◆ Plans: Three (3) sets of plans: Site Plan showing location of sale auto and customer parking, any temporary tent structures and physical relationship of the sale area to
 - 1. Surrounding structures, parking areas, and circulation systems.
 - 2. Number of vehicles to be displayed at the sale.
 - 3. Days and hours sale is to take place. Sale shall be limited to hours similar to the adjacent retail stores.
 - 4. Description and location of proposed signs.
 - 5. Copy of DMV zoning compliance form to be signed by the City.
- ◆ Site Photos: Color photos showing the existing property and the adjacent properties.

What are the restrictions and conditions of the sale?

- Sales shall be limited to hours of adjacent retail stores.
- Signage shall be limited to four signs: an approximate 2' x 8' sign, an approximate 2' x 4' sign, and two 2' x 3' signs. No balloons or other windblown devices shall be allowed.
- A Vallejo business license shall be secured before sale date.
- All autos, signs and sales tents shall be removed by midnight of the sale day.
- Sale autos shall be parked in spaces as indicated on required site plan.

What are the steps in the process?

Upon submittal of a completed application, Planning Division staff will review the project to ensure that the sale is appropriate for the location and does not create any traffic congestion or safety problems.

Project determination is in the form of a staff report from the Planning Division.

What if I need more information?

For further information please contact the City of Vallejo Planning Division at (707) 648-4326.