



PLANNING & DEVELOPMENT DEPARTMENT

Outdoor Retail Kiosk Permit

An outdoor retail kiosk is a nonpermanent stand that holds merchandise available for sale to the public. An outdoor retail kiosk is located on private property within an open space area designated for outdoor sales by the owner of the property, and subject to the requirements in Section 3.8.6 of the Downtown Revitalization Specific Plan. This permit can only be issued to properties in the Downtown District. An outdoor retail kiosk does not have the same meaning as a sidewalk vendor according to Chapter 5.35 of the Corona Municipal Code.

A. **HOW TO FILE:**

Please submit the completed application form, site plan, and payment to the Planning Division at the Planning public counter, located at:

Corona City Hall
Planning & Development Department
400 S. Vicentia Avenue, Suite 120
Corona, CA 92882

B. **ITEMS REQUIRED FOR FILING:**

- ☐ 1. Completed application form (attached).
- ☐ 2. Processing fee of **\$167.00**.
- ☐ 3. Site Plan – The Site Plan shall show the following information at a minimum:
 - a. Property lines of the subject property.
 - b. Building, parking facilities, sidewalk (private), entrances, exits, and drive aisles associated with the property.
 - c. Outdoor retail space with kiosk(s) location.
 - d. If more than one kiosk is proposed, show a minimum 10-foot separation between kiosks.
- ☐ 4. Photograph of the kiosk.
- ☐ 5. Letter of authorization from property, if different from the applicant.
- ☐ 6. Business license. If the Applicant has not obtained a business license yet, the applicant shall apply for and obtain approval of a business license prior to operating the retail kiosk. To apply for a business license, please visit <https://www.coronaca.gov/businesses>.

C. **ATTACHMENTS:**

- 1. Application Form

Est. 7/2025



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OUTDOOR RETAIL KIOSK PERMIT APPLICATION FORM

1. Applicant Information:

Business Name: _____

Contact Name and Title: _____

Address of Business: _____

City, State, Zip Code: _____

Assessor's Parcel #: _____ Zoning: _____

Phone Number: _____ Email: _____

Applicant's interest in property: ☐ Own ☐ Rent ☐ Other: _____

2. Property Owner Information (if different from above):

Property Owner Name: _____

Address/City/State/Zip Code: _____

Phone Number: _____ Email: _____

3. Number of kiosks proposed under this permit: _____

4. Dimensions of the kiosk.

Height (8 feet maximum allowed):	
Width (5 feet maximum allowed):	
Length (8 feet maximum allowed):	

5. Applicant has read and understands that the outdoor retail kiosk shall comply with the following regulations in Section 3.8.6 of the Downtown Revitalization Specific Plan:

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1) The kiosk shall be located on a paved area with access around all sides of the kiosk. If the kiosk is located on a pedestrian sidewalk or walkway that serves as an accessible path of travel, the sidewalk or walkway shall maintain an unobstructed minimum width of 48 inches.	
2) Multiple retail kiosks can be located in one area if a required distance of 10 feet is maintained between kiosks (each kiosk requires its own separate permit).	
3) There shall be a fire extinguisher (2A 10BC) within 75 feet of the kiosk.	

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Applicant Initials

4) No stand shall exceed four (4) feet in width, eight (8) feet in length, and eight (8) feet in height.	
5) The kiosk exterior must be constructed of finished hardwood, enameled steel, or lexan finish.	
6) The Applicant shall maintain the kiosk including all canopies, umbrellas and signage in a clean and attractive condition.	
7) Signage for the operator is limited to the kiosk and any signage shall be professionally painted or applied on the canopy or attached to the kiosk. The area of the signage shall not exceed 10 square feet and shall be proportionate to the size of the kiosk.	
8) If the applicant currently does not have a city business license, the applicant shall obtain a city business license prior to operating the kiosk. The city business license shall be displayed in a visible and conspicuous location at all times during the operation of the kiosk.	
9) The kiosk shall operate the same hours as the other businesses on the property. At the close of each business day, the kiosk shall be properly secured to prevent theft.	
10) The kiosk is limited to the display and sale of merchandise and pre-package snacks and drinks such as candy and bottled drinks. No food shall be cooked or prepared and sold from the kiosk.	



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6. Authorization & Indemnification

To the fullest extent permitted by law, the Applicant shall defend, indemnify and hold the City of Corona and its directors, officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, proceedings, costs, expenses, liabilities, losses, damages or injuries of any kind, in law or equity, in any manner arising out of, pertaining to, or incident to any attack against or attempt to challenge, set aside, void or annul any approval, decision or other action of the City of Corona, whether such approval, decision or other action was by its City Council, Planning and Housing Commission or other board, director, official, officer, employee, volunteer or agent. To the extent that Government Code Section 66474.9 applies, the City will promptly notify the Applicant of any claim, action or proceeding made known to the City to which Government Code Section 66474.9 applies and the City will fully cooperate in the defense. The Applicant's obligations hereunder shall include, without limitation, the payment of any and all damages, consultant and expert fees, and attorney's fees and other related costs and expenses. The City shall have the right to retain such legal counsel as the City deems necessary and appropriate. Nothing herein shall be construed to require City to defend any attack against or attempt to challenge, set aside, void or annul any such City approval, decision or other action. If at any time Applicant chooses not to defend (or continue to defend) any attack against or attempt to challenge, set aside, void or annul any such City approval, decision or other action, the City may choose, in its sole discretion, to defend or not defend any such action. In the event that the City decides not to defend or continue the defense, Applicant shall be obligated to reimburse City for any and all costs, fees, penalties or damages associated with dismissing the action or proceeding. If at any time both the Applicant and the City choose not to defend (or continue to defend) any action noted herein, all subject City approvals, decisions or other actions shall be null and void. The Applicant shall be required to enter into any reimbursement agreement deemed necessary by the City to effectuate the terms of this condition.

Print Applicant name: _____

Applicant Signature: _____ Date: _____

Print Property Owner name: _____

Property Owner Signature: _____ Date: _____

Notice to all applicants:

- **This permit is non-transferable and is only valid to the business identified on this permit.**
- **Any changes to the business name, owner, and/or outdoor kiosk location approved under this permit shall be resubmitted to the Planning & Development Department as a NEW permit for review, subject to the processing fee.**

PLANNING & DEVELOPMENT DEPARTMENT STAFF USE ONLY

Approved By: _____

Date: _____