

TEMPORARY SALE/EVENT PERMIT APPLICATION

Return to:

Department of Community Development  
City of Shoreview  
4600 Victoria Street North  
Shoreview, MN 55126  
(651) 490-4680

**Site Identification:**

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

Property Identification Number: \_\_\_\_\_

Legal Description: \_\_\_\_\_

**Applicant:**

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

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

City                      State                      Zip Code

Telephone Number: \_\_\_\_\_ (daytime) \_\_\_\_\_ (home)

Fax Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Property Owner (if different from applicant):**

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

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

City                      State                      Zip Code

**Person Responsible for Sale:**

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No: \_\_\_\_\_ (daytime) \_\_\_\_\_ (other)

Fax No: \_\_\_\_\_ E-Mail: \_\_\_\_\_

(over)

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TEMPORARY SALE/EVENT PERMIT APPLICATION *continued*

**Signatures:**

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

**Property Owner:** Approval is hereby given for the above named firm/person to operate a temporary promotion sale on my property.

Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

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Date Received by City: \_\_\_\_\_ By Whom: \_\_\_\_\_

## FILING REQUIREMENTS

THE FOLLOWING ITEMS MUST BE SUBMITTED:

1. Scaled drawing of the area to be utilized for the temporary sale/event showing all existing and adjacent buildings, parking areas, walkways, streets and access points.
2. Scaled drawing of any signs directing attention to the site.
3. Schedule of proposed dates and times of the temporary sale/event.
4. Written explanation describing the temporary sale/event including the nature of the sale/event, merchandise, the approximate number of people involved in administering the sale/event, the ability to comply with the standards for temporary sales/events in Section 207.030.
5. Filing fee of \$50.00.

## REVIEW PROCEDURE

1. **Permit Required.** Except as provided here, no person shall conduct a temporary sale or event without first obtaining a permit to do so. Temporary sales and events include, but are not limited to, sale of merchandise by temporary vendors, temporary promotional sales by merchants, seasonal residential sales, seasonal sales of seasonal merchandise, sale of flowers or produces, fairs, carnivals and arts and craft sales.
2. **Exceptions.** The following temporary sales and events do not require a permit:
  - a. Temporary promotional sales within fully enclosed buildings.
  - b. Up to two (2) seasonal residential sales per residential address per calendar year provided each sale does not exceed four (4) consecutive days.
  - c. Art and craft sales conducted by non-profit organizations within a fully enclosed public or quasi-public building such as a school, church, or community center.
  - d. Produce of farms or gardens provided the produce is grown by the person conducting the sale.
3. **Administrative Review:** The City Planner shall review the application for compliance with the regulations of the Development Ordinance after receipt of a complete application that contains all required submittal information.
4. **Notice.** The City Planner shall provide written notification to property owners within 150 feet of the property that a permit has been issued upon issuance of the permit. Failure to give a mailed notice or defects in the notice shall not invalidate the review process provided that a bona fide attempt has been made to contact the property owners.
5. **Issuance and Conditions.** If the City Planner determines that the use is in compliance with the conditions contained in Section 203, then the City Planner shall approve or deny the application. Conditions required by the Development Ordinance shall be applied to the approval. The application may be denied if the City Planner finds that the request proposed does not conform to the Development Ordinance.
6. **Decision and Appeal.** Decisions of the City Planner shall be final unless the applicant or other aggrieved party submits an appeal in accordance with Section 203.020 (F), Appeals to Administrative Decisions.

## CRITERIA FOR REVIEW

**Section 207.030 Temporary Sales or Events:** Temporary sales or events must comply with the following standards:

1. **Health, Safety, and Welfare.** The proposed sale or event shall not cause a public nuisance because of noise, air pollution, traffic congestion, or failure to properly maintain the site. Any proposed temporary sale or event shall comply with all relevant building, fire, and safety codes.
2. **Location.** Temporary sales or events may be located on land associated with commercial, public, or quasi-public uses. Seasonal residential sales may only be permitted within residential districts.
3. **Duration.** Temporary sales by temporary vendors or established merchants may be permitted for up to seven (7) consecutive days. Seasonal residential sales are permitted for up to four (4) consecutive days. Seasonal sales of seasonal merchandise or sales are permitted for up to sixty (60) days. Carnivals or fairs may be permitted for up to seven (7) consecutive days. These durations should be considered maximums and permits issued may be approved for shorter durations if necessary to protect public health, safety, and welfare. These durations may be extended by action of the City Council after review by the Planning Commission.
4. **Hours of Operation.** Hours of operation for temporary sales and events must be between 7:00 a.m. and 10:00 p.m.
5. **Parking and Traffic.** Ample parking must be provided on site to accommodate expected visitors. The sale or event shall not cause a traffic hazard.
6. **Signage.** A maximum of one sign is permitted per temporary event. This sign shall be located on private property (not in the public right-of-way). The sign shall not exceed 32 square feet in area or 6 feet in height. The sign location shall not interfere with intersection sight distances or cause a traffic hazard.
7. **Site Maintenance and Restoration.** The applicant shall be responsible for maintaining and cleaning the site utilized for the temporary sale or event and restoring it to its original condition. If the City Manager determines that it is necessary, the applicant may be required to post a financial security to ensure site maintenance and/or restoration.