



Application Date: _____
Planner Initial: _____
Case #: _____

Temporary Sales & Events Permit

Unified Development Ordinance Section: (18.50.225)

.....

Event Location/Address _____

Type of Event _____

Summary of Event Activities _____

.....

Event Dates _____ to _____ Hours of Operation _____ to _____

Alcohol service: Yes No Estimate of Attendance _____

Parking Requirements _____

.....

(PLEASE PRINT)

Applicant Name _____ Phone (____) _____

Address _____ City/State _____ Zip Code _____

Signature _____ Date _____

Email Address _____

.....

Property Owner _____ Phone (____) _____

Address _____ City/State _____ Zip Code _____

Signature _____ Date _____

Site must be in compliance with property maintenance requirements to obtain a permit.

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\$60.00 Fee attached: Yes No Check/M.O.# _____ Cash _____

<p>City Planning Division: _____</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Date: _____</p>
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Temporary Sales and Events Checklist

A temporary sales & events permit is required for a **temporary event or activity identified in Section 18.50.225 of the Unified Development Ordinance. Such activities include but are not limited to:** Christmas tree sales; seasonal sale for produce; seasonal sale of landscape plantings, materials, and lawn and garden supplies (as accessory sales to a business with other commercial activities), carnivals, circuses, fairs; commercial tent sales or sidewalk sales (by tenants only); exhibits for high technology products (by tenants only).

Read and **initial** all permit requirements below.

- There is a **\$60.00 fee** for all Temporary Sales & Events Permit Applications. Applications must be submitted **at least two (2) weeks** prior to the event.
- There is an **additional \$140 fee** for all applications that require a Fire Inspection. Tents in excess of 400 square feet will require an inspection by the Fire Department.
- The site must be in compliance to all property maintenance requirements.
- A site plan or aerial showing setbacks, access points, parking / paved area, tents, buildings and other pertinent site information shall be provided for these permits.
- Temporary structures erected must set back from the street right-of-way at least thirty (30) feet and not obstruct the view of the sight distance triangle. **The setback distance (# of feet) must be shown on the plan.**
- Events may only be conducted on private property and must be sponsored or authorized by the property owner or his assigned agent.
- Events are permitted one temporary sign on site visible from adjacent streets and properties that must adhere to the requirements of UDO Section [18.50.190.O.3](#). Requests for additional signage will be reviewed through a submitted sign plan at the time of application.
- Events shall not be operated after 12:00 midnight and before 8:00 a.m.
- Events shall not be closer than two-hundred fifty (250) feet from property zoned residential.
- Restroom facilities must be provided. (May be located inside store)
- Emergency vehicle access must be provided and maintained. The location of any proposed driveway entrance shall not create a traffic hazard. Parking shall not block access to surrounding businesses.
- Access to subject property must be provided by an existing paved surface.

Temporary Sales and Events Checklist is continued on next page.



Temporary Sales and Events Checklist (cont.)

- Events cannot reduce the number of parking stalls below that which is required in the district in which the sale or event is being conducted.
- Activities will be limited to 4 per year, per location.
- Duration of the activity or event not to exceed maximum allowed per permit as defined in table below (per UDO 18.50.225-B.3)

Event Type	Maximum Duration of Permit
Carnivals, circuses and fairs Tent meetings or gatherings Commercial tent or sidewalk sales Exhibits for high-technology products	Seven (7) days
Christmas Tree sales	Sixty (60) days
Seasonal produce sales	Five (5) months
Seasonal landscaping/lawn & garden sales, plantings, materials, supplies <i>(as accessory to a business with other commercial activities)</i>	Four (4) months
Temporary communication tower	Thirty (30) days
All other temporary events not listed	Thirty (30) days

UDO Ch.18.50.225-B.3

Applicant Signature: _____ **Date** _____

(The City of Olathe assumes no liability in granting approval of this permit)

