

Temporary Sales and Events Checklist

A temporary sales & events permit is required for the following activities:

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 with closed sides in excess of 400 square feet and tents with open sides in excess of 700 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 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.
- Duration of the activity cannot exceed 7 days. Activities will be limited to 4 per year, per location. **Exceptions:** Farm Produce sale – 5 months; Christmas tree sale - 60 days; Seasonal sale of landscaping plantings – 4 months; Temporary communication tower – 30 days with possible renewal.
- 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.
- 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.

Applicant Signature: _____ **Date** _____

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



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.

.....

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

City Planning Division: _____

Approved **Disapproved** **Date:** _____