Tent Sale/Sidewalk Sale Application

A site plan showing the location of sale area must be submitted with this application. Please include the location of all on-site buildings and parking areas, show nearest cross streets, indicate exact locations and dimensions of tents/canopies, and the location of the existing fire lanes.

Event Name - Include Business Name: _____

Exact Address of where this event will take place: _____
***If you are located in a shopping center, please submit written approval of your event from the property manager.**

Amount of times this business has had a tent/sidewalk sale in the current year. _____
(only 2 per calendar year are permitted).

Event Start Date:_____ Event End Date:_____

Applicant Name: _____

Office phone # :_____ Mobile phone #:_____

E-mail _____

Please give a detailed description of your event including what will be sold: _____

Will you be using a ☐ tent or ☐ canopy? How many? _____ Indicate Size: _____x_____

If the tent is larger than 20x20, a tent permits is required. Tent permit applications must be received by the Fire Department at least 10 days prior to your event. Please ensure that the tent company faxes the permit application to attn: Mark Zimmerman 480-312-1850 or e-mail it to mzimmerman@scottsdaleaz.gov. If applicable, your application will not be approved until the Fire Department approves the tent permit.

YES NO
☐ ☐ Will any part of your event take place in the public street?
(If yes, you must submit a certificate of insurance naming the City of Scottsdale as additional insured).

☐ ☐ Will set up for your event use any parking spaces? If yes, how many spaces? _____

Will you use a ☐ sign or ☐ banner? Please indicate size: _____x_____
Only one sign or banner is permitted and it may not be larger than 24 square feet in size.

Where will the sign/banner be located? _____

Indicate the verbiage of the sign/banner: _____

_____ _____ _____

Printed Name & Title of Applicant Applicant's signature Date

Planning, Neighborhood & Transportation Division

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 ◆ Phone: 480-312-7673 ◆ Fax:480-312-7088

Approval/Denial Form

This section to be completed by city staff only.

If approved, please keep a copy of your application and approval form on-site during your event. A City Code Enforcement Inspector may ask to see it.

☐ Approved ☐ Denied

_____ _____

Chair of Special Events Committee or designee: Date

Conditions of Approval:

- As per section 7.922 of the Zoning Ordinance, sidewalk sales shall be conducted in front of or adjacent to the retail establishment, and shall be limited to two (2) events per calendar year.
- Sound amplification i.e. music is not permitted.
- Inflatables are not permitted.
- Special Lighting is not permitted.
- Only one sign or banner is permitted and it may not be larger than 24 square feet in size.
- Tent/sidewalk sale may not exceed 5 consecutive days.
- If a walkway is being used to display items, you must maintain a clear, unobstructed path at least 4 feet wide along a walkway that must remain open for pedestrian use.
- Any handicap parking spaces which are displaced due to your event must be replaced in a different location.
- Sidewalk sale hours shall not exceed those of normal business hours unless requested separately.

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