



Temporary Outdoor Sales Notification Form

MUST BE SUBMITTED MINIMUM 7 DAYS PRIOR TO START OF SALE

NO FEE

This Notification Form is required for temporary outdoor sales on sidewalks, or anywhere else on a property the does not affect the parking lot. Parking lot sales instead require a Temporary Outdoor Sale Permit.

Per Section 16-288(c) of City Code:

Approved registration shall entitle the property owner to no more than three (3) temporary outdoor sales per calendar year. The property owner is entitled to assign any of the three (3) temporary outdoor sales to any tenant within the plaza. Assignment of temporary outdoor sales by a property owner to a nonprofit organization shall not count towards three (3) temporary outdoor sales per calendar year unless the nonprofit organization is the tenant or property owner.

ALL FIELDS MUST BE COMPLETED OR INDICATED "N/A"

Property Information section containing fields for Plaza/Property Name, Property Address, Property Owner, Authorized Agent (Company), and Authorized Agent (Person).

Sale Information section containing fields for Tenant Business Name, Additional Applicant Name, Sale Address, Date(s) of Sale, Sale Hours, Name of On-Site Manager, and checkboxes for fireworks, pumpkins, Christmas trees, and attachments.

For Official Use Only section containing checkboxes for business registration, nonprofit status, and remaining sales availability, along with Staff Reviewer, Date, and Sale Approved fields.