



City of Manassas

TEMPORARY OUTDOOR SALES APPLICATION AND PERMIT

Application Date:

Permit Number:

Applicant Name: _____

Name of Business: _____

Site Address: _____ Manassas, VA 20110

Phone #: _____ Email: _____

Owner: _____

Dates of activity: From _____ to _____

Bond posted: _____

Return bond to: _____

Mailing Address: _____

City: _____ State: _____ Zip _____

Application Requirements:

- Completed Application
- Owner's Written Permission or Signature Below
- Site Layout (Copy of Current Site Plan or Survey) Showing Location of Temporary Sales Activity

I request under the requirements of Section 130-104 of the Code of Manassas a Temporary Outdoor Sale Permit at the above location. I understand that upon expiration of this permit the City will inspect the site. All items must be removed and the site restored to its previous condition. If required, the City may use any portion of the \$500 bond to remove and restore the site.

Applicant Signature: _____ Date: _____

Owner's Signature: _____ Date: _____

For Office Use Only

FEE PAID: \$50.00
Account # 100-0000-313.33-22
BOND POSTED: \$500.
Account # 100-0000-217.33-00

ZONING DISTRICT: _____
Permit Expiration Date _____

PARCEL ID # _____

Zoning Administrator or Designee _____ Approval Date: _____

You have a right to appeal this decision within thirty days in accordance with Virginia Code §15.2-2311. This decision shall be final and unappealable if not appealed within thirty days. You may appeal by filing a notice of appeal, specifying the grounds thereof, with the Zoning Administrator. The fee for an appeal is \$500, plus the cost of public hearing newspaper advertisements.

Temporary Outdoor Sales Application Requirements

Must be initialed by applicant and included with application submittal.

I, the undersigned, do affirm that the location permitted above will operate under the requirements set forth under Sec.130-104 of the zoning ordinance and that I have reviewed and understand the ordinance as provided below.

Owner's initials: _____

TEMPORARY OUTDOOR SALES SUMMARY		
Outdoor Sale Type	Maximum Length (Days)	Maximum Sales Per Year
Agricultural Product Sales	120	4
Holiday Goods (Including Fireworks) Sales	30	4
Retail Store On-site Promotional Sales	14	4

- 1) Written approval of the owner of the site shall be obtained. This approval shall identify the site address, owner's name, owner's mailing address, owner's telephone number, and owner's acknowledgment of proposed activity and date(s) activity is to operate.
- 2) No permanent structure shall be constructed.
- 3) The City may revoke any permit issued for a temporary use or temporary structure if the permit holder violates any requirement of this chapter or other applicable local or state requirements. If no permit was required, the City may prohibit the temporary use or temporary structure by appropriate notice if the use or structure violates any part of this chapter.
- 4) No more than four permits shall be issued for the same lot during a calendar year. No permit shall be issued to an applicant unless and until at least 30 consecutive days after a permit issued to that applicant for the same or an adjacent lot or parcel has expired.
- 5) Documentation or a letter of permission shall be provided stating the specific location of rest rooms that will be available to the applicant throughout the duration of the activity. Adequate sanitary facilities shall be provided on-site and, when necessary, shall be approved by the Health Department.
- 6) Adequate and safe ingress and egress shall be provided so that the normal traffic pattern shall not be disrupted.
- 7) Adequate parking for the activity, but no less than four parking spaces, shall be provided on-site. Parking or stopping in street rights-of-way shall be prohibited.
- 8) All signs shall conform to Article IV of this chapter. In addition, wall signs may be located on each wall of a stationary kiosk or structure associated with the temporary use at a ratio of one square foot per one linear foot of wall length on which the sign is mounted, to a maximum of 32 square feet per sign.
- 9) A bond, cash escrow, or other guarantee agreed to by the City in the amount of \$500.00 shall be provided to insure that conditions of the permit will be met for any temporary outdoor sale exceeding four days. The bond or other guarantee shall be forfeited to the City if the site is not adequately cleared of all trash, debris, signs, and temporary structures, the activity remains on the site after expiration of the permit, or violations of this section or the conditions of the permit are established. Nothing in this forfeiture provision shall limit the City's ability to enforce this section in any manner provided by law.
- 10) Removal of all freestanding signs, trash, or debris from the site and the immediate vicinity, upon termination of the activity, shall be guaranteed in writing and accomplished within 24 hours after permit expiration.