



City of Hastings Community Development Department

Temporary Outdoor Merchandising Event

Promotion and sale of goods and services, including but not limited to inventory reduction or liquidation sales, distressed merchandise sales, seasonal sales, and special event sales.

Address or PID of Property: _____

Applicant Name: _____

Property Owner: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Fax: _____

Fax: _____

Email: _____

Email: _____

Site Plan: Submit a Site Plan with the application indicating location of event, size of the area, method of containment area (materials and design of structures, fencing, and trash containment), pedestrian and safety control measures, utility plan (how water and electricity will be supplied)

Description of Temporary Outdoor Merchandising Event Request:

Dates of Operation:

Start Date: _____

End Date: _____

Applicant Signature _____

Date _____

Owner Signature _____

Date _____

Applicant Name and Title – Please Print _____

Owner Name – Please Print _____

Please submit with \$100.00 application fee

Operation may be subject to inspection by the Fire Marshal prior to opening.

Planning Approval and Date

Temporary Outdoor Merchandising Event Standards:

1. A proposed event and any temporary structures to be used in that event must meet all applicable building, fire, and electrical codes and adopted appendices and city ordinances.
2. One event shall not exceed 60 consecutive calendar days. Any combination of events shall not exceed 60 calendar days per site per calendar year. For purposes of this section, shopping centers shall be considered 1 site and 1 event shall not exceed 60 consecutive calendar days and any combination of events held at a shopping center shall not exceed 75 calendar days per calendar year.
3. No merchandise shall be sold which would violate the city's zoning ordinances.
4. Temporary structures may be used, provided they will not impair the parking capacity, emergency access or the safe movement of pedestrian and vehicular traffic on or off the site. All temporary structures shall be constructed with materials approved for weather-exposure durability and appearance. All temporary structures shall be removed within 24 hours after the end of the event.
5. The site shall have adequate off-street parking will exist for the proposed event and adjoining buildings. In multi-tenant buildings, consideration will be given to the parking needs of the other tenants. In no event, can designated handicapped parking spaces or handicapped access be impaired by an event.
6. All signs related to the event shall comply with the standards of the zoning district.
7. Applicant must submit a completed application form to the Planning Department for review and approval.