



# BENBROOK BOULEVARD CORRIDOR TEMPORARY SALES EVENTS APPLICATION

RECEIVED DATE \_\_\_\_\_ PERMIT NO. \_\_\_\_\_

PROJECT / BUSINESS NAME \_\_\_\_\_

ON-SITE STREET ADDRESS \_\_\_\_\_

START DATE \_\_\_\_\_ END DATE \_\_\_\_\_

## EVENT TYPE

- Grand Opening                       Special Sales Event                       Other business associated  
 Business Anniversary               Holiday                                              event: \_\_\_\_\_

## DESCRIPTION OF EVENT (Additionally, explain how the event is directly associated with the business)

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### PROPERTY OWNER INFORMATION

Owner Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

### BUSINESS OWNER/AUTHORIZED AGENT

Contact Name \_\_\_\_\_

Phone # \_\_\_\_\_

Email \_\_\_\_\_

Signature of Permit Applicant \_\_\_\_\_

Please Print Name \_\_\_\_\_



## BENBROOK BOULEVARD CORRIDOR TEMPORARY SALES EVENTS APPLICATION

### **SUBMITTAL CHECKLIST**

*Please allow minimum of (3-5) working days for review.*

Temporary outdoor sales or events may include activities associated with a business grand opening sale, business anniversary sale, going-out-of-business sale, holiday or seasonal sale, or other similar event.

Temporary uses may be permitted at a premises or location for any period not to exceed 30 consecutive days. Upon expiration of a temporary use permit, another temporary use permit for the same premises or location may not be issued for at least 30 days. A maximum of three temporary use permits may be issued for any one premises or location during a 12 month period (Section 17.79.050.F.4).

❑ **COPY OF CERTIFICATE OF OCCUPANCY**

❑ **SIGNED PROPERTY OWNER/AUTHORIZED AGENT AFFIDAVIT**

❑ **SITE PLAN**

- If your event will have outside activities, please provide a dimensioned site layout showing:
  - Property lines
  - Sales and storage areas
  - Parking areas
  - Traffic flow and street access
  - Fencing and signage
  - Location of existing improvements on the property (signs, buildings, parking spaces, drive aisles, fire lanes, etc.)

❑ **SIGN DETAILS**

- Provide dimensioned drawings of the proposed sign.
- A single temporary banner sign not exceeding 32 square feet in total area may be placed on the site of a permitted temporary use provided that the sign is affixed to a building or other structure, exclusive of fencing, in a manner so as to not flap or move in the wind (Section 17.79.050.F.5).

❑ **OBTAIN ANY APPLICABLE PERMITS** *(such as temporary building permit, electrical permit, sign permit, etc.)*

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# Property Owner/Manager Affidavit – Temporary Events



The existing business property, described below, is located within the Benbrook Blvd Corridor Overlay District and subject to Chapter 17.79 of the Benbrook Zoning Ordinance:

Property Address and/or Legal Description:

\_\_\_\_\_

Business Name: \_\_\_\_\_

I, (Print Name) \_\_\_\_\_, the undersigned, hereby certify that I am the legal owner/authorized agent of the legal owner of the above property for which an application for a Temporary Outdoor Sales or Event has been submitted, which will include activities directly associated with the primary business at this location.

I understand the following statements concerning Temporary Outdoor Sales or Events within the Benbrook Blvd Corridor Overlay District (Section 17.79.050 F):

1. The City of Benbrook allows only one (1) temporary event, for a business, at a time.
2. Temporary uses may not exceed 30 consecutive days.
3. Upon expiration of a temporary use permit, another temporary use permit for the same premise or location may not be issued for at least 30 days.
4. A maximum of three (3) temporary use permits may be issued for any one premise or location during any twelve (12) month period.
5. A single temporary banner sign, not exceeding 32 square feet in total, may be placed on the site, provided that the sign is affixed to a building or other structure, exclusive of fencing, in a manner so as to not flap or move in the wind.
6. No temporary use may occur unless a temporary use permit is granted by the Building Official.

\_\_\_\_\_ Date: \_\_\_\_\_

**Property Owner/Manager Signature**

**Property Owner/Manager Contact Info:**

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

