



TEMPORARY SEASONAL OUTDOOR SALES OPERATION APPLICATION

RECEIVED DATE _____

PERMIT NO. _____

PROJECT / BUSINESS NAME _____

ON-SITE STREET ADDRESS _____

START DATE _____ END DATE _____

DESCRIPTION OF EVENT

PROPERTY OWNER INFORMATION

Owner Name _____

Address _____

City/State/Zip _____

BUSINESS OWNER/AUTHORIZED AGENT

Contact Name _____

Phone # _____

Email _____

Signature of Permit Applicant

Please Print Name

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TEMPORARY SEASONAL OUTDOOR SALES OPERATION APPLICATION

SUBMITTAL CHECKLIST

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

Properties located within the “E,” “F,” “G,” “HC” and “H” zoning districts (except where prohibited within the Benbrook Boulevard Corridor Overlay District) are allowed limited temporary seasonal outdoor sales operations (such as Christmas tree sales, firewood sales, food trucks, etc.). Operations must adhere to the regulations of section 17.84.030.L of the zoning ordinance.

Only one temporary seasonal outdoor sales operation, per lot, is permitted at a time. Each property is only allowed 3 temporary outdoor sales occurrences per calendar year; the total of which shall not exceed 150 days.

- ❑ **COPY OF CERTIFICATE OF OCCUPANCY**
- ❑ **SIGNED PROPERTY OWNER/AUTHORIZED AGENT AFFIDAVIT**
- ❑ **OPERATIONAL SITE PLAN**
 - Operations site plan shall include the following:
 - 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.)
 - The property owner or authorized agent must approve the operations site plan (signature endorsement on the site plan is sufficient).
- ❑ **OBTAIN ANY APPLICABLE PERMITS** *(such as temporary building permit, electrical permit, sign permit, etc.)*



Property Owner/Manager Affidavit – Temporary Events

The existing business property, described below, is subject to Chapter 17.84 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 (Section 18.84.030):

1. The City of Benbrook allows only one (1) temporary event, for a business, at a time.
2. Temporary uses may not exceed 3 occurrences totaling 150 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. Portable signs may be approved for the duration of the temporary outdoor sales operations.
6. No temporary use may occur unless a temporary use permit is granted by the Building Official.

_____ Date: _____

Property Owner/Authorized Agent Signature

Property Owner/Authorized Agent Contact Info:

Phone: _____

Email: _____

