

# PLANNING ESSENTIALS: TEMPORARY SALE OR EVENT

## HOW TO APPLY

Submit the following information:

- Temporary sale or event permit application
- Statement describing:
  - Proposed sale or event
  - Sale dates and times
  - Items being sold
  - Number of people working the sale or event
  - How the proposal meets the development code requirements
- Site plan
  - Drawn to scale
  - Shows:
    - Areas to be used
    - Adjacent buildings
    - Parking areas
    - Walkways
    - Streets
    - Access points
- Sign plan
  - Drawn to scale
  - Shows sign design

## APPLICATION FEES

- Filing fee: \$50
  - Non-refundable

## PROCESSING YOUR APPLICATION

This request requires an administrative review. Staff will review the application for compliance with city and building regulations. This includes standards in section 203.020(D), 203.043 and 207.030. The review process is below.

- Notice:
  - Staff will provide written notice to property owners within 150 feet of the property
  - The review process will not be invalidated if:
    - Mailed notice did not occur
    - Defects in the notice occurred despite staff's attempt
- Issuance and conditions:
  - Once approved, staff will issue the permit
  - Permit will include conditions required by the development ordinance



- Staff may deny the application if the request does not comply with city code
- Decision and appeal:
  - Decisions are final
  - Applicant or other aggrieved party may appeal per section 203.020(F)

## DEVELOPMENT CODE REQUIREMENTS

- Temporary sales or events need a permit
  - Examples include art or craft fairs, selling flowers or produce, carnivals, etc.
  - Exemptions include:
    - Sales inside fully enclosed buildings
    - Residential sales
      - Two per year per residential property
    - Flower or produce sales organized by the person who grew them
- Sale location:
  - Must be on commercial, public, or quasi-public properties
  - Residential sales only allowed in residential districts
- Sale duration
  - Residential sales – four days
  - Temporary vendors and carnivals or fairs – seven days
  - Seasonal sales – 60 days
- Hours of operation
  - 7 am – 10 pm
- Parking
  - Need enough spaces for customers and residents
- One sign allowed per event
  - Cannot be more than 32 square feet or six feet tall
  - Cannot be on public right-of-way
  - Cannot cause traffic issues
- Applicant is responsible for maintenance and cleanup

## QUESTIONS?

Shoreview Community Development Department  
651-490-4680 | [shoreviewmn.gov](http://shoreviewmn.gov)

