

CASE NO. _____
Accepted by: _____
Date: _____
Acct #: _____
Fees: _____
Staff Use Only

SEASONAL SALES APPLICATION
(Incomplete applications will not be accepted)

PROJECT INFORMATION (Completed by Applicant)			
Development/Project Name:			
Address/Location:			
Parcel Number(s):	Gross Area (Acre/sq. ft.):	Net Area (Acre/sq. ft.):	Zoning:
Section:			
Township:			
Range:			
APPLICANT INFORMATION (Single point of contact)			
Name:	Company:		
Address:			
City:	State:	Zip Code:	
Phone Number:	E-mail address:		
PROPERTY OWNER			
Name:	Company:		
Address:			
City:	State:	Zip Code:	
Phone Number:	E-mail address:		
Review times in accordance with SB 1598 Policy			

Signature of Applicant: _____ Date: _____

Signature of Property Owner: _____ Date: _____

Signature of Project Manager: _____ Date: _____

SEASONAL SALES SUBMITTAL CHECKLIST & ACKNOWLEDGEMENTS

I acknowledge that the following items are required for the processing of my application with the City of Avondale Development Services Department. I understand that the application will be not accepted without the following items and that the City of Avondale reserves the right to request additional information supplementary to this list:

- Completed application with both the applicant's and owner's original signatures
- Fees: \$211
- Property deed
- Site plan 11"x17"
- Project Narrative – See attached guidelines
- Each item on the checklist is to be submitted digitally online
- City of Avondale Business License number or proof of application (receipt)
- Avondale Tent/Canopy Fire Code Permit Application
- Special Event Dust Control Plan (See attached instruction)

Signature: _____

Printed Name: _____

Company: _____

Date: _____

- Applications shall be reviewed by the Development Services Department. The request shall be administratively approved, conditionally approved, or disapproved no later than ten (10) working days from the date of submittal.
- The Zoning Administrator or authorized designee shall notify the applicant of the decision in writing and shall state any conditions for approval or reasons for denial.

Development Services Department

In order to make a determination of approval, the Zoning Administrator or authorized designee shall determine that all of the following criteria have been met:

1. The use complies with all applicable codes and ordinances.
2. The nature, scope, location, and manner of the activity does not constitute a health or safety hazard to the general public.
3. The use does not interfere with pedestrian access ways, fire lanes, driveways, landscaped areas, or traffic visibility at driveways or street intersections.
4. Parking on the property is adequate to simultaneously serve any existing permanent use (if applicable) and the seasonal sales use.
5. The sales are not between the hours of 10:00 p.m. and 7:00 a.m. local time, Avondale, Arizona.

Appeals

- An appeal of the Zoning Administrator's decision may be made within fifteen (15) days of the said decision. The appeal shall be heard by the Board of Adjustment at a public meeting within thirty (30) days of the date which the applicant's notice to appeal is submitted.

The project narrative is requested to provide the staff with the information necessary to fully evaluate the proposed Seasonal Sales use and to ensure the use complies with all applicable Codes & Ordinances.

Please address the following topics in your narrative, additional information may be included:

1. **Type of seasonal sales use applying being applied for.** (NOTE: Only seasonal sales events (e.g. Christmas tree lots, pumpkin patches) and off-site sales of souvenirs, gifts, and food incidental to a sporting event may apply).
2. **Dates the seasonal sales use will be in effect.** (NOTE: Maximum of 2 months).
3. **Hours of operation.** (NOTE: Use may not occur between 10:00 PM and 7:00 AM).
4. **Type of structure and permits required, if any.** (NOTE: If tent larger than 200 square feet or canopy larger than 400 square feet is proposed, additional fire permits will be required).
5. **Location of any structure or vehicle used in conjunction with the use, if applicable, in proximity to surrounding area.**
6. **Description of Parking** (NOTE: Must be adequate to simultaneously serve any existing permanent use, if applicable, as well as the seasonal sales use).
7. **Site lighting, if temporary lighting is proposed.**
8. **Traffic impact.** (NOTE: Use cannot interfere with public streets, pedestrian access-ways, fire lanes, driveways, landscaped areas, or traffic visibility at driveway or street intersections).
9. **Statement to restore property.** (NOTE: Upon completion of the use, the premises must be promptly cleaned and restored to the same condition it was in before the seasonal sales use).
10. **Signage.** (NOTE: All signage will require a separate permit).

NOTICE: By participating in any correspondence, telephone conversation, discussion, meeting, or any other communication with an Avondale employee, you agree and acknowledge that: (1) any information provided in a format other than a formal written determination by the designated Zoning Administrator is preliminary in nature and shall not be relied upon for any purpose by the recipient or any other person or entity; (2) any information provided by an Avondale employee is not the equivalent of a title report or a real estate survey; (3) you are responsible for independently researching and verifying the information; (4) an Avondale employee is not authorized to bind the City of Avondale in any manner, except by formal Zoning Administrator determination; and (4) any error, omission, incorrect information, or false information provided by an Avondale employee shall not give rise to any liability on behalf of the City of Avondale.