



Community Development

2660 Civic Center Drive Roseville, MN 55113

Phone: (651) 792-7005

www.cityofroseville.com

Permit Application*

- Annual Outdoor Storage/Display
- Seasonal Outdoor Sales
- Temporary Outdoor Event

*Please allow 5 days for review.

Fee:*

- 1 – 5 Occurrences: \$50 +\$2*
- 6 – 10 Occurrences: \$100 +\$2*
- 11 or More Occurrences: \$200 + \$4*

*2% processing fee (or minimum of \$2.00) is added to all permits as of 1/1/2018.

Please read the attached regulations before applying. Complete the form then submit to the address above with applicable fee. Annual permit MUST be renewed yearly.

OFFICE USE ONLY

Planning Staff Signature _____

Date: Issued _____ Approved _____

Permit# _____ Receipt # _____

1. Applicant Information (Please print clearly.)

Company Name: _____

Contact Last Name: _____ Contact First Name: _____

Street Address: _____ City/State/Zip: _____

Email Address: _____ Phone #: _____

2. Property Representative Information (Representative can be the Owner or someone authorized to act on Owner's behalf.)

Company Name: _____

Contact Last Name: _____ Contact First Name: _____

Street Address: _____ City/State/Zip: _____

Email Address: _____ Phone #: _____

3. Street Address of Display/Event/Storage/Sales (if different from above):

4. What will be stored/displayed/sold & where will it be located and/or what is the event type?

5. How many occurrences? ___ 1-5 Occurrence: \$50 ___ 6-10 Occurrences: \$100 ___ 11 or More Occurrences: \$200

6. Indicate the Type, Location, & Date(s) of Occurrences:* (If more than 3, list on a separate page):

Type: Display Sale Storage Temp Event Location: _ Begin/End Dates: _____
Check One

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Check One

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Check One

**Site Plan: A Site Plan showing the proposed location of the event or items to be displayed, stored, or sold must be included.*

7. Will there be a sign? NO | YES *If YES, attach details of the type and size of all proposed signs.*

8. Will there be a structure or tent? NO | YES _____ Length _____ Width _____ Height

All TENTS 200 sq. ft. or larger and CANOPIES 400 sq. ft. or larger must be inspected by the Fire Marshall; call 651-792-7341.

9. Signatures

Applicant _____ **Date** _____

Property Representative _____ **Date** _____



**Annual Outdoor Storage/Display • Seasonal Outdoor Sales • Temporary Outdoor Event
Permit Application Guidelines • *Please Keep This Page for Your Reference***

Outdoor display, sales, and storage and temporary events in non-residential areas are guided by Title 10, Section 1011 (Property Performance Standards in all Districts) of the Roseville City Code. For a brief description of the regulations, see below. For the full City Code go to www.cityofroseville.com

Permit Process

- Complete and submit application form with a site plan and appropriate fee.
- The application will be reviewed by the Planning and Zoning staff within 5 business days.
- The person listed as the applicant will be contacted when the permit is ready.

Annual Outdoor Storage and/or Display Permit Requirements: Annual outdoor storage and/or display includes items that are annually stored and/or displayed for sale to the public including items such as gardening/landscape supplies, washer fluid, and soda pop. Annual outdoor storage and display shall be subject to (but not limited to) the following requirements:

- a. The area of outdoor storage and/or display shall be limited to 350 square feet or as determined by the Community Development Department.
- b. The outdoor storage and/or display shall not utilize existing on-site parking spaces.
- c. The outdoor storage and/or display area shall not obstruct existing pedestrian access on the site, whether from parking areas to the building entrance or from the public street to the building entrance.
- d. Merchandise shall be stacked and/or arranged neatly and may be up to 8 feet in height or as determined by the Community Development Department.
- e. The type of merchandise shall be limited to items incidental to the primary or principal use of the premises or as determined by the Community Development Department.

Seasonal Outdoor Sale Permit Requirements: Seasonal outdoor sales merchandise shall include items such as produce, plants, garden supplies, Christmas trees, and/or farmers' market items. Seasonal outdoor sales shall be subject to (but not limited to) the following requirements:

- a. The outdoor sales area shall be located within the parking lot in a location that does not disrupt the safety and flow of customer traffic.
- b. The outdoor sales area shall not reduce parking spaces to a number that is detrimental to the primary use or function of site.
- c. The outdoor sales area shall not obstruct existing pedestrian access on the site, whether from parking areas to the building entrance or from the public street to the building entrance.
- d. Accessory structures (e.g., stands, booths, and/or tents) used in conjunction with the seasonal event shall meet all applicable fire codes and parking lot setback requirements.

Temporary Event Permit Requirements: Temporary event(s) may include the sale of fireworks, rugs, and other similar merchandise and events utilizing search lights or tents for employee/customer appreciation. Temporary events shall be subject to (but not limited to) the following requirements:

- a. Any single or recurring temporary event shall be limited to 30 days per calendar year.
- b. The event area shall be located within the parking lot in a location that does not disrupt the safety and flow of customer traffic.
- c. The event area shall not eliminate parking spaces to an amount that is detrimental to primary use or function of site.
- d. The event area shall not obstruct existing pedestrian access on the site, whether from parking areas to the building entrance or from the public street to the building entrance.
- e. Accessory structures (e.g., stands, booths, and/or tents) used in conjunction with the seasonal event shall meet all applicable fire codes and parking lot setback requirements.
- f. Signage shall be regulated by Chapter 1010 of this Title.
- g. Tents 200 square feet and over in size and/or canopies 400 square feet and over require a review and inspection by the Fire Marshal.