

**CITY OF APPLE VALLEY
SPECIAL OUTDOOR PROMOTION/TEMPORARY SIGN PERMIT APPLICATION**

7100 147th Street West
Apple Valley, MN 55124
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***Please allow 5 days for processing**

This is an application for: (check which ever applies; see reverse side for explanation of terms)

SPECIAL OUTDOOR PROMOTION OR SIDEWALK SALE - No Charge (City Code Sec. 155.358). Permitted in commercial zoning districts, limited to once a year, not to exceed 10 days, per business. Sidewalk sales are allowed two times a year, not to exceed 10 days each. Tents for all tent sales must be inspected by the City's Fire Marshal, and documentation for the tent will need to be reviewed by the Fire Marshal prior to issuance of the permit. Please adjust your schedule accordingly.

TEMPORARY SIGNAGE - No Charge (City Code Sec. 154.04(I)). Banners, balloons, streamers, and other similar temporary professionally made signs are permitted for grand openings, holidays, and special sales. Limited to two times per year, not to exceed 15 days each time. Temporary signage may not exceed a total of 30 days per calendar year. Note: The City Code strictly prohibits portable signs, flashing signs, and electronic signs!

Name of Applicant: _____

Mailing Address: _____

Phone Number: _____ Fax: _____

Address or legal description of property where business will be conducted: _____

Purpose of application, description of items to be sold, location on lot of sale (Please note if this is a tent sale):

Dates of events and/or signage: _____

Application Date: _____ Signature of Applicant: _____

Printed Name of Applicant: _____

Consent and approval of property owner if other than applicant: I hereby consent to the above described use of my property and agree to comply with the regulations imposed by the Apple Valley City Code if so approved.

Date: _____ Signature of Property Owner: _____

Printed Name of Property Owner: _____

Address of Property Owner if Other Than Applicant: _____

Property Owner's Phone No.: _____ Fax: _____

Attach a site plan, survey or scaled drawing showing existing and proposed structures, driveways, parking areas, signage and similar details. Also show or describe location of promotional items (banners, tables, merchandise, etc.) All information, including signatures, must be included with the application request before the City can process the application! You may use the back of this form to illustrate the requested information.

FOR INTERNAL CITY USE ONLY

Date Received: _____ Permit No. : _____ Approved by: _____ Approval Date: _____

EXPLANATION OF TERMS

Special Outdoor Promotion – Outdoor promotional events such as tent sales, carnivals, fireworks sales, or any other sale that occurs outdoors. Promotional events are limited to one (1) time per calendar year not to exceed 10 days. Tents for all tent sales must be inspected by the City's Fire Marshal, and documentation for the tent will need to be reviewed by the Fire Marshal prior to issuance of the permit. Please adjust your schedule accordingly.

Sidewalk Sale – Outdoor display and sales of products limited to the area immediately adjacent to the front of the store on the sidewalk or parking lot. Sidewalk sales are limited to two times per year, not to exceed 10 days per sale per business per calendar year. The two sidewalk sales may run consecutively not to exceed 20 days per calendar year.

Temporary Signage – Any signs, banners, balloons, streamers, pennants, sandwich boards, bandit signs, employment signs, grand opening signs, and the like which may be used to direct attention to a special sale or event. Temporary signs must be placed on the property where the event or sale is being held. Any commercial or institutional property is entitled to place temporary signs on the property two times per year for a period not to exceed 15 days, or once per calendar year for a period not to exceed 30 days. **PLEASE NOTE THAT PORTABLE SIGNS WITH CHANGEABLE COPY, ALL FLASHING SIGNS AND ELECTRONIC SIGNS ARE STRICTLY PROHIBITED!**

Please use the space below to draw a site plan showing the existing and proposed structure (tents, canopies, etc.) on the site where the special promotion will occur. Please show the location of driveways, parking areas, signage and similar detail, as well as the location of promotional items (banners, tables, merchandise, etc.)