



PLANNING

Development Services Department

Date Stamp

SPECIAL EVENT/SEASONAL SALES

Date Filed: _____ Case Number: _____

EVENT INFORMATION:

Property Address: _____ Zoning Classification: _____

Existing Land Use: _____

Brief Description of Event: _____

PROPERTY OWNER

Name: _____ Phone: _____ Fax: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____

I GIVE AUTHORIZATION TO:

Name: _____ Phone: _____ Fax: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____

(Print or type name of owner of record)

(Signature of owner of record)

(Date)

Application must be submitted a minimum of 15 business days prior to the event.

INTERNAL USE ONLY	<input type="checkbox"/> Completed Application	BS: Approved <input type="checkbox"/> Denied <input type="checkbox"/> Initials _____ Date _____
	<input type="checkbox"/> Statement of Intent (See Reserve Side)	DSC: Approved <input type="checkbox"/> Denied <input type="checkbox"/> Initials _____ Date _____
	<input type="checkbox"/> Site Plan 8 ½ x 11" (5 copies – SEE SITE PLAN REQUIREMENTS)	Fire: Approved <input type="checkbox"/> Denied <input type="checkbox"/> Initials _____ Date _____
	<input type="checkbox"/> Aerial Photo 8 ½ x 11" (5 copies – SEE AERIAL PHOTO REQUIREMENTS)	Plan: Approved <input type="checkbox"/> Denied <input type="checkbox"/> Initials _____ Date _____
	<input type="checkbox"/> _____	T&L: Approved <input type="checkbox"/> Denied <input type="checkbox"/> Initials _____ Date _____
	<input type="checkbox"/> Filing Fee \$ _____	Conditions of Approval: _____
	Zoning District: _____	_____
	Council District: _____	_____

STATEMENT OF INTENT FOR SPECIAL EVENT

If event will last longer than 10 days (maximum 30 calendar days), what specific seasonal, cultural, traditional, or community activity is this related to? _____

Proposed area (sq. ft.): _____ # of Employees: _____ Maximum # on one shift: _____

Set-up date: _____ Removal date: _____

Operation date: From: _____ To: _____ Operation hours: From: _____ To: _____

Will there be music? What type? (band, DJ, etc.) _____ Amplified? _____

Will there be a stage? Dimensions and height? _____

How many people are expected to attend? _____

Will the event occupy part of the parking lot? _____

How many spaces? How many will remain? _____

Will there be fencing? What type and height? How many exits? _____

Will you be setting up a tent/canopy? _____ How many? _____

What size (sq. ft.)? _____ Will the tent/canopy have enclosed sides? _____

If so, how many sides will be enclosed? _____

Will there be vendors? _____ How many? What type? _____

Person responsible for clean-up: Name: _____

Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Security provisions: _____

Sanitary facilities provisions: _____

Refuse containment and collection provisions: _____

Will you have temporary signs? _____

What type of signs and how many of each type? _____

Provide the wording each sign shall have: _____

Comments: _____

APPLICATION GUIDELINES

The proposed event may require a Minor/Major Event application instead of a Special Event/Seasonal Sales application. Please consult with city staff to determine which application is needed for your proposed event.

Application forms for special events/seasonal sales are available from the Development Services Center, 2nd Floor, Municipal Building, 5850 West Glendale Avenue, Glendale, Arizona, 85301. There is a fee for this application. Please refer to the current fee schedule for the appropriate fee. **The owner's authorization will be required as a part of the application. Please submit the completed application a minimum of 15 business days prior to the event.**

A sales tax license is also required for seasonal outdoor sales by businesses not currently licensed in the City of Glendale. The Special Event/Seasonal Sales permit must be approved prior to license application. Additional information or licensing requirements is available from the Finance Department.

If electrical power is to be provided, a separate electrical permit application and fee must be submitted to Building Safety.

General Information:

- Promotional displays used in conjunction with a short term special event, special event, or seasonal sale may include banners, pennants, streamers, inflatable structures, search lights, character or product likenesses or other attracting media and devices. Some display types are prohibited. Please consult with staff if you have questions.
- No overnight parking or camping will be permitted.
- On-site security is required (private or public)
- Submit a current parking plan for the property showing number of spaces to be used for the event. A parking analysis may be required.
- If perimeter fencing is required – 6 foot high temporary hurricane fencing
- Outdoor amplification must be directed to the interior of the event.

Site Plan Requirements:

- Any active portion of the event must be on private property and out of the city right-of-way.
- Any active portion of the event must be a minimum of 100 feet from any residential or hotel/motel use (includes parking areas).
- Portable sanitary facility locations must be screened from view.
- Unobstructed site access (minimum 24-foot drive aisle) must be maintained.
- Provide a north arrow and property boundary lines.
- Location of existing buildings, structures and adjacent streets.
- Location of perimeter fencing.
- Distance from street to perimeter fence, if used.
- Boundary and dimensions of proposed event area.
- Location and width of driveways and parking aisles.

- Location and type of surface for existing and proposed parking areas.
- Location of emergency accesses.
- Location of main event entrance.
- Location, numbers, and size of tents.
- Location of rides and vendors.
- Location of generator (permit required).
- Type, height and location of proposed lighting.
- Location, area, height, and type of proposed signs.
- Proposed locations of refuse containers and sanitary facilities and screening methods.
- Location of storage areas.
- Existing landscaped areas.

Aerial Photo Requirements

- Identify property where event is to take place and general event area
- Identify location of any signs and sign type

Filing of Application:

The following must be submitted to Planning before the application will be accepted:

- Original completed application signed by the owner of the property.
- A statement of intent explaining the purpose of the request.
- 8 ½" x 11" site plans with all site plan requirements met.
- 8 ½" x 11" aerial photos with all aerial photo requirements met.
- Filing Fee.

Revised: 08/12/15