



Community Development Department
 3400 Plymouth Boulevard
 Plymouth, MN 55447
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ADMINISTRATIVE PERMIT FOR TEMPORARY / PROMOTIONAL EVENTS AND OUTDOOR SALES SUMMARY APPLICATION CHECKLIST

APPLICATIONS WILL BE PROCESSED ONLY IF ALL REQUIRED ITEMS ARE SUBMITTED

**APPLICATIONS MUST BE SUBMITTED AT LEAST 30 DAYS PRIOR
 TO THE PROPOSED EVENT/ACTIVITY**

_____	<p>DIGITAL VERSION OF A DESCRIPTION of the proposed event/activity indicating:</p> <ol style="list-style-type: none"> 1. Purpose. 2. Dates and time of event/activity. 3. Number of employees involved with event/activity. 4. Type of merchandise involved (if applicable). 5. Anticipated additional customers for event/activity. 6. Provisions for on-site security. 7. Provisions for on-site parking. 8. Proof of any required permits by other governmental units. 9. How the proposed use complies with the following administrative permit standards as set forth in Section 21025 of the Plymouth Zoning Ordinance: <ol style="list-style-type: none"> a. Compliance with and effect upon the comprehensive plan and public facilities plans. b. The establishment, maintenance or operation of the use, event or activity will promote and enhance the general public welfare and will not be detrimental to or endanger the public health, safety, morals or comfort. c. The use, event, or activity will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood. d. The establishment of the use, event or activity will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district. e. Adequate public facilities and services are available or can be reasonably provided to accommodate the use, event or activity which is proposed. f. The use, event or activity shall, in all other respects, conform to the applicable regulations of the district in which it is located. g. The use, event or activity and site conform to the performance standards as outlined in Section 21045 and all other applicable provisions of this Chapter.
_____	<p>SITE PLAN OR SURVEY of entire property showing:</p> <ol style="list-style-type: none"> 1. Existing physical site characteristics. 2. Parking areas required for this event/activity. 3. Exact location of any merchandise, tents, displays, etc. related to the event/activity. 4. Location of <u>all</u> proposed signage.
_____	<p>ACCURATE FLOOR PLAN (if applicable)</p>

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_____	COMPLETED APPLICATION FORM , signed by the property fee owner(s).
_____	APPLICATION FEE of \$50 (check or cash) payable to the City of Plymouth.

Applications will be administratively processed through the community development department. If the application is approved, an administrative permit will be mailed or e-mailed to the applicant prior to the event/activity.