



APPLICATION FOR TENT SALES AND SPECIAL EVENTS

① Contact Info

	<u>Applicant</u>	<u>Property Owner</u>
Company:	_____	_____
Contact Person:	_____	_____
Address:	_____	_____
City/State/Zip:	_____	_____
Phone No.:	_____	_____
Email:	_____	_____

② Structure Info

Business Name: _____

Property Address: _____ PPN: _____

Tents: Length: _____ Width: _____ Height: _____ Total Square Feet: _____ Installation Cost: _____

Intended Use for Tent/Structure: _____

Duration of Tent/Structure: _____

③ Procedures

- A. **Application Process:** In addition to this completed application and \$25 non-refundable fee (cash, card or check payable to the City of North Olmsted), the following shall be provided no less than 10 days prior to the event:
1. A site plan to scale with the location of any proposed tent/temporary structure, indicating pedestrian and vehicular circulation, and showing how all required fire and service access will be maintained.
 2. Specifications on tents/temporary structures with flammability/flame spread and manufacturer's installation instructions.
 3. Documentation or explanation of how sufficient parking will be maintained or how alternative arrangements for parking have been made.
- B. **Additional Requirements.** Additional plan reviews and permits may be required as applicable:
1. Sign permits must be obtained for all temporary or other signage.
 2. Electrical permits must be obtained for all proposed electrical work.
 3. If either of the following applies, a building permit is also required per OBC 3103:
 - a. An individual tent or aggregate area of tents within 12 feet of each other, exceeds 400 square feet, and the tent(s) has one or more sides.
 - b. An individual tent or aggregate area of tents within 12 feet of each other, exceeds 700 square feet, and the tent(s) is open on all sides.
- C. **Notes:**
1. The tent sale or special event must be associated with an existing business on the property.
 2. No tent sale or special event may run for duration longer than 15 consecutive days and for a frequency greater than two times in any calendar year (Section 733.03).
 3. Pedestrian walkways may not be obstructed (Section 733.04).

④ Acknowledgement

By signing this application, the property owner acknowledges the City's procedures and submittal requirements. Further, the owner grants permission to the City of North Olmsted to view the premises and consent to their entry onto the property for the purpose of observing site conditions related to review of the project.

Applicant Signature (required)	Date	Property Owner Signature (required)	Date
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App No: _____ Year: _____ Date paid: _____ Total paid: _____