

City of Manchester  
 14318 Manchester Road  
 Manchester, MO 63011  
 P: (636) 227-1385 ex. 118  
 F: (636) 821-8099  
 pandz@manchestermo.gov



# Outdoor Event/ Sales Promotion Application

**PROJECT ADDRESS:** \_\_\_\_\_  
 Owner: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_ Email: \_\_\_\_\_

**Applicant:** \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_ Email: \_\_\_\_\_

- REQUIREMENTS:**
1. Completed application form.
  2. Site Plan/Map indicating location of temporary sign or tent.
  3. Sketch of any proposed signage, including dimensions.
- Guidelines**
- Outside storage of materials, equipment, goods, supplies and merchandise is prohibited unless a permit is obtained through the Planning & Zoning department for a special event or sale.
  - Outdoor Event or Sale may only be a 7 day event and can be held up to twice (2) a year.
  - If using a tent, any tent that is 900 sq. ft. or larger requires Zoning Approval and permitting through St. Louis County.
  - The applicant assumes all liability for securing the tent in an appropriate manner.
  - This application must be submitted at least fourteen (14) days in advance of event.

**Describe Sales Event:**     Sidewalk Sale     Tent Sale     Other \_\_\_\_\_

<b>Size of Requested Tent:</b>	
--------------------------------	--

<b>Temp. Tent Dates of Event:</b> (7days/2c yr.)	Start Date: _____ End Date: _____ Total Days: _____
-----------------------------------------------------	-----------------------------------------------------

<b>Sale/Promo Dates of Event:</b> (7days/2c yr.)	Start Date: _____ End Date: _____ Total Days: _____
-----------------------------------------------------	-----------------------------------------------------

I hereby certify that the information contained in this application and accompanying documents are correct, and that I will conform to all applicable laws of the City of Manchester.  
 Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Applicant's Name Printed: \_\_\_\_\_

**FOR OFFICE USE ONLY BELOW**

<u><b>ZONING APPROVAL</b></u>	City of Manchester Permit #: _____
Approved by: _____ <small>Director, Planning, Zoning and Economic Development</small>	Date: _____

<b>Zoning Fees</b>	Fee paid on: _____	Amount: _____
--------------------	--------------------	---------------