

City of Manchester
 14318 Manchester Road
 Manchester, MO 63011
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 pandz@manchestermo.gov



**Outdoor Event/
 Sales Promotion
 Application**

PROJECT ADDRESS: _____	
Owner: _____	
Address: _____	Phone: _____
City, State, Zip: _____	Email: _____
Applicant: _____	
Address: _____	
City, State, Zip: _____	Phone: _____
Email: _____	
REQUIREMENTS:	
<ol style="list-style-type: none"> 1. Completed application form. 2. Site Plan/Map indicating location of temporary sign or tent. 3. Sketch of any proposed signage, including dimensions. 	
Guidelines	
<ul style="list-style-type: none"> • 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: <input type="checkbox"/> Sidewalk Sale <input type="checkbox"/> Tent Sale <input type="checkbox"/> Other _____	
Size of Requested Tent:	_____
Temp. Tent Dates of Event: (7days/2c yr.)	Start Date: _____ End Date: _____ Total Days: _____
Sale/Promo Dates of Event: (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>ZONING APPROVAL</u>	City of Manchester Permit #: _____
Approved by: _____	Date: _____
<small>Director, Planning, Zoning and Economic Development</small>	
Zoning Fees	Fee paid on: _____ Amount: _____