



**CITY OF MANASSAS**  
**DEPARTMENT OF COMMUNITY DEVELOPMENT**  
**PLANNING & DEVELOPMENT**  
 9027 Center Street, Room 201  
 Manassas, VA 20110  
 Phone: 703-257-8278 Fax: 703-257-5831  
[www.manassasva.gov/permits](http://www.manassasva.gov/permits)  
 Email: [permitstatus@manassasva.gov](mailto:permitstatus@manassasva.gov)

**FOR STAFF USE ONLY**

APPLICATION NUMBER \_\_\_\_\_  
 ZONING DISTRICT \_\_\_\_\_  
 EXPIRATION DATE \_\_\_\_\_  
 APPROVAL DATE \_\_\_\_\_

RECEIVED
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**TEMPORARY OUTDOOR SALES APPLICATION**

**FEE: \$50**  
**BOND: \$500**

**Applicant Information**

Site Address:	Manassas, VA 20110
Applicant Name:	
Applicant Phone Number:	
Applicant Email:	
Property Owner's Name:	
Property Owner's Mailing Address (if different):	

**Temporary Outdoor Sales Description**

Business Name:	
Description of Sales:	
Dates of Operation:	

**Application Submission Requirements**

1)	Applicant Signature	Sign and date the second page of the application. If you have any questions regarding the rules, please contact the Community Development Department at 703-257-8278.
2)	Property Owner's Formal Permission	<p>The applicant must provide written permission from the owner of the property to operate a temporary outdoors sales use.</p> <p>The owner must sign this form below, <u>or</u> submit a letter that includes the following information: <i>The site address, owner's name, mailing address, telephone number, and acknowledgement of the proposed activity.</i></p> <p>Owner's Signature _____ Date _____</p>
3)	Site Layout	<p>The site layout must include the following:</p> <ul style="list-style-type: none"> <li>• Location of temporary outdoor sales</li> <li>• Current or updated parking tabulation</li> <li>• Location of accessory structures such as outdoor seating and trashcans</li> </ul>
4)	Posted Bond	<p>For events that exceed 4 days, a \$500 bond must be posted. After the Temporary Outdoor Sales permit expires, the bond may be returned to the applicant. Contact the Community Development Department if would like your bond returned.</p> <p>Name: _____</p> <p>Return Address: _____</p> <p>City _____ State _____ Zip _____</p> <p><input type="checkbox"/> Check if the City currently has a posted bond for your business</p>

*Sec. 130-104. Temporary uses and structures (selected sections)*

1. Written approval from the owner of the site shall be obtained. This approval shall identify the site address, owner's name, owner's mailing address, owner's telephone number, and owner's acknowledgment of proposed activity and date(s) activity is to operate.
2. No permanent structure shall be constructed.
3. Removal of temporary structures shall be guaranteed in writing, and such structures shall be removed within 48 hours after permit expiration.
4. No permit shall be issued to an applicant unless and until at least 30 days after a permit issued to that applicant for the same or an adjacent lot or parcel has expired. Only one permit shall be active on any lot or parcel at any time.
5. The City may revoke any permit issued for a temporary use or a temporary structure if the permit holder violates any requirement of this chapter or other applicable local or state requirements. If no permit was required, the City may prohibit the temporary use or temporary structure by appropriate notice if the use or structure violates any part of this chapter.
6. No more than four permits shall be issued for the same lot during a calendar year. Except as allowed by § 130-104(f), no permit shall be issued to an applicant unless and until at least 30 consecutive days after a permit issued to that applicant for the same or an adjacent lot or parcel has expired.

<b>§130-104 TABLE 1: TEMPORARY OUTDOOR SALES SUMMARY</b>		
<b>Outdoor Sale Type</b>	<b>Maximum Length (Days)</b>	<b>Maximum Sales Per Year</b>
Agricultural Product Sales	120	4
Holiday Goods (Including Fireworks) Sales	30	4
Retail Store On-site Promotional Sales	14	4

7. Documentation or a letter of permission shall be provided stating that the specific location of rest rooms that will be available to the applicant throughout the duration of the activity. Adequate sanitary facilities shall be provided on-site and, when necessary, shall be approved by the Health Department.
8. Adequate and safe ingress and egress shall be provided so that the normal traffic pattern shall not be disrupted.
9. Adequate parking for the activity, but no less than four parking spaces, shall be provided on-site. Parking or stopping in street rights-of-way shall be prohibited.
10. All signs shall conform to Article IV of this chapter. In addition, wall signs may be located on each wall of a stationary kiosk or structure associated with the temporary use at a ratio of one square foot per one linear foot of wall length on which the sign is mounted, to a maximum of 32 square feet per sign.
11. A bond, cash escrow, or other guarantee agreed to by the City in the amount of \$500.00 shall be provided to ensure that conditions of the permit will be met for any temporary outdoor sale exceeding four days. The bond or other guarantee shall be forfeited to the City if the site is not adequately cleared of all trash, debris, signs, and temporary structures, the activity remains on the site after expiration of the permit, or violations of this section or the conditions of the permit are established. Nothing in this forfeiture provision shall limit the City's ability to enforce this section in any manner provided by law.
12. Removal of all freestanding signs, trash, or debris from the site and the immediate vicinity, upon termination of the activity, shall be guaranteed in writing and accomplished within 24 hours after permit expiration.

I request permission to operate a temporary outdoor sales business identified above under the requirements set forth under Sec. 130-104 of the zoning ordinance and I state that I understand the ordinance. Furthermore, I understand this permit is only valid until the stated expiration date, and the City will inspect the site upon the expiration of the permit. All items must be removed and the site restored to its previous condition. If required, the City of Manassas may use any portion of the \$500 bond to remove debris and restore the site. Issuance of this permit does not negate compliance with nor supersede any private covenants or restrictions attached to the property that would otherwise prohibit this activity.

Applicant Signature\_\_\_\_\_

Date\_\_\_\_\_

***You have the right to appeal the approval or denial of this permit within thirty (30) days in accordance with Virginia Code §15.2-2311. This decision shall be final and unappealable if not appealed within thirty (30) days. You may appeal by filing a notice of appeal, specifying the grounds thereof, with the Zoning Administrator. The fee for an appeal is \$500, plus the cost of public hearing newspaper advertisements.***