



## CITY OF GLENWOOD SPRINGS

### Temporary Sales and Uses & Special Community Event Application

#### **APPLICABILITY**

Any temporary sales use or structure, as well as special community events held within the City of Glenwood Springs requires the issuance of a permit in accordance with Article 050.030 of the Glenwood Springs Municipal Code. For a complete copy of this article of the Municipal Code, you may contact a member of the Community Development Department at 970 384-6411, or you may access the article on line at [www.cogs.com](http://www.cogs.com).

The application attached to this document shall be submitted to the Community Development Department at 101 W. 8<sup>th</sup> Street, Glenwood Springs, Colorado 81601 a minimum of two weeks in advance of the anticipated start of the temporary sales use or special event, along with all supporting documentation. If you have any questions regarding temporary sales or uses, or a special events permit, please contact the Community Development Department at 384-6411.

It is unlawful for any person to conduct or establish a temporary sales use or structure within the City of Glenwood Springs until a temporary use permit has been reviewed and approved by the City.

#### **DEFINITION**

***Temporary use*** shall for purposes of this Article, mean any outdoor retail and/or wholesale sales use on a short-term basis, including, but not limited to: produce stands; peddlers; solicitors; hawkers; itinerant merchants; and transient merchants, and excluding temporary promotions or sidewalk sales by permanent businesses on their own property.

***Temporary sales structure*** shall mean a structure for the purpose of storing or displaying goods for retail sale or for the purpose of conducting business for a short term outside of a pre-existing building or structure, including, but not limited to, long-term or recurrent yard or garage sales, produce stands, tents, fences, tables, display racks, canopies, vending carts, trailers and other vehicles.

#### **EXEMPTIONS FOR APPROVED SPECIAL COMMUNITY EVENTS**

Special community events that also incorporate temporary sales and uses such as Strawberry Days and the Fall Arts Festival, or similar community-wide events that have been approved by the City Manager, shall be exempt from the permit application requirements and review criteria for temporary sales uses and structures outlined in this document, provided all other applicable licenses have been obtained by the entity conducting the special event.

## FEES AND TIME LIMITS BASED ON PERMIT TYPE

The following fees are applicable for special events and temporary sales and uses:

<b>Special Event Permit</b>	<b>Fee \$20.00</b>	Maximum time period is 72 hours
<b>Temporary Sales Permit For Produce, Food and Agricultural Sales</b>	<b>Fee \$200.00</b>	For <b>each</b> 120 consecutive day period (Renewable up to two times in a calendar year after initial 120 day period.)
<b>Temporary Sales Permit For Christmas Tree Sales</b>	<b>Fee \$200.00</b>	For <b>each</b> 30 consecutive day period (Renewable up to three times in a calendar year.)
<b>Temporary Sales Permit all other sales not noted above.</b>	<b>Fee 50.00</b>	For <b>each</b> 14 consecutive day period (Renewable up to three times in a calendar year.)

## PERMITTED LOCATIONS FOR TEMPORARY USES

Temporary use permits may be allowed in the C-1, C-2, C-3 and C-4 zone districts only and shall be **prohibited** at all times on the Wing Street Pedestrian Mall, defined as the east wing street of Grand Avenue between the Seventh Street Esplanade and the curb line of Eighth Street and the Seventh Street Esplanade, except during special community events and subject to a special community event permit.

Temporary uses on private property – Uses that are to be located on private property require the written consent of the owner of the property.

Temporary uses on public property – Uses proposed on public property also require approval of the property owner. If the use is to be located on any property owned by the City of Glenwood Springs including locations such as a city street, sidewalk, bridges, or other publicly owned lands, a separate permit and/or process may be required. Check with the Community Development staff for more details.

If the temporary use is to be located in a city park, contact the Parks Department at 970-384-6310 for information and applications.

## **REVIEW CRITERION FOR TEMPORARY SALES USES:**

Applications for temporary uses and special events are reviewed based on the following criterion:

- A. The allowance of the use will not be detrimental to the public health, safety and general welfare, and the use is compatible with the purpose and intent of the specific zoning district in which it will be located.
- B. The applicant has all licenses required by this Code, including a sales tax license, and State laws.

- C. For food sales, the applicant has evidence of approval from the State of Colorado Department of Health.
- D. Adequate off-street parking is provided to serve the use, and the use does not displace the required off-street parking spaces or loading areas of the principal permitted uses on the site or interfere with the flow of traffic.
- E. The use is compatible in intensity, characteristics and appearance with existing land uses in the immediate vicinity of the proposed location, and the use, value and quantities of the uses surrounding the proposed location will not adversely be affected by the use or activities with it. Factors such as location, access, traffic generation, noise, light, dust control and hours of operation will be considered.
- F. The use is not on publicly owned property in including rights-of-way, unless the applicant first obtains a revocable license to encroach from the City authorizing such use.
- G. The proposed use and structure has a neat and clean appearance.
- H. Proposed lighting shall not glare onto adjoining properties or onto public streets.
- I. No merchandise shall be displayed within thirty (20) feet of the intersection of the curb line of any two (2) streets; within the required setback area of the parcel on which the use is to be located; within ten (10) feet of any curb cut; or within 150 feet of any structure primarily used as a residence.
- J. Signage shall be limited to the signage described in Article 070.060 of the Municipal Code.
- K. Noise makers of any kind, including amplifiers shall be prohibited.

**Maintenance Standards:**

- A. The use and any associated structures or vehicles shall be maintained at all times in a clean and neat condition.
- B. Parking shall be limited to areas indicated on the approved application.
- C. Trash and rubbish resulting from the use shall be completely contained on the approved site and shall be properly disposed of daily.
- D. The use shall be operated on days and during hours indicated in the approved application only and during times that the operation is closed, the site will be vacated except for approved structures and sales items associated therewith.

**Suspension and Revocation:**

This permit may be revoked or suspended for any of the following reasons:

- 1. Fraud, misrepresentation or incorrect statement contained in the application for the permit.
- 2. Any violation of Article 050.030 Temporary Sales and Structures.

In addition, the City Manager, or his/her designee, may whenever he or she determines it is necessary for the immediate preservation of the public, health, safety or welfare, immediately suspend a permit issued hereunder. Such suspension shall be for a period not to exceed seven (7) days during which time notice shall be given within the provision of Section 050.030.035 of the Glenwood Springs Municipal Code.



**APPLICATION  
TEMPORARY SALES USES AND/OR STRUCTURES  
& COMMUNITY SPECIAL EVENTS PERMITS**

**Name of individual completing application:** \_\_\_\_\_

**Mailing address:** \_\_\_\_\_

**Telephone number:** \_\_\_\_\_

**Fax number:** \_\_\_\_\_

**Name of business or entity that the temporary sales use or special events license is to be issued to:** \_\_\_\_\_

(Name should be the same as sales and business license accompanying the application.)

**Physical location for temporary use:** \_\_\_\_\_

**Dates and hours of operation:** \_\_\_\_\_

**Mail address of business or entity:** \_\_\_\_\_

**Telephone and fax number for business or entity:** \_\_\_\_\_  
\_\_\_\_\_

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*Mark the type of permit you are applying for:*

- |                          |                                                                                                           |                      |                                        |
|--------------------------|-----------------------------------------------------------------------------------------------------------|----------------------|----------------------------------------|
| <input type="checkbox"/> | <b>SPECIAL COMMUNITY EVENT</b><br>(Only for community events that have been approved by the City Manager) | <b>Fee = \$20.00</b> | <b>Maximum time period is 72 hours</b> |
|--------------------------|-----------------------------------------------------------------------------------------------------------|----------------------|----------------------------------------|

Requested dates and hours for Special Event permit: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<input type="checkbox"/> <b>TEMPORARY SALES PERMIT FOR READY TO EAT FOOD, PRODUCE, AND AGRICULTURAL SALES</b> Requested dates and hours for temporary sales use permit _____ _____ _____	<b>Fee = \$200.00 for each 120 days</b>	<b>Allowed time period is 120 consecutive days with two additional renewal periods in a calendar year.</b>
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<input type="checkbox"/> <b>TEMPORARY SALES PERMIT FOR CHRISTMAS TREE SALES</b> Requested dates and hours for temporary sales permit _____ _____ _____	<b>Fee = \$200.00</b>	<b>Allowed time period is 30 consecutive days.</b>
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<input type="checkbox"/> <b>TEMPORARY SALES PERMIT FOR OTHER THAN READY TO EAT FOOD, PRODUCE, AGRICULTURAL OR CHRISTMAS TREE SALES.</b> Requested dates and hours for temporary sales permit _____ _____ _____	<b>Fee = \$50.00</b>	<b>Allowed time period is 14 consecutive days.</b>
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**Type of product that is to be sold:** \_\_\_\_\_  
 \_\_\_\_\_

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**THE FOLLOWING ITEMS ARE REQUIRED AS PART OF THE APPLICATION FOR TEMPORARY SALES USES/STRUCTURES AND SPECIAL EVENT PERMITS.**

**CHECK THE ITEMS THAT ARE ATTACHED TO THIS APPLICATION:**

- \_\_\_\_\_ 1. Written consent of the property owner for the use and all associated structures to be located on the property.
- \_\_\_\_\_ 2. If the applicant is an organization, association, corporation, or other such entity, Evidence as is necessary to substantiate the existence of such entity.
- \_\_\_\_\_ 3. A site plan, drawn to scale, of the property where the use is to be located which includes dimensions for the entire area that the temporary use will encompass, as well as the locations and dimensions of any structures that are associated with the temporary use, such as vending carts, tents, produce stands, etc.

- \_\_\_\_\_4. A parking plan for the entire parcel/site where the temporary sales use is to be located. Temporary sales uses which will be located in parking areas that are typically used as parking for the primary use on the property will only be allowed where it can be clearly demonstrated that there is still adequate parking for the primary use after accounting for parking spaces that will be displaced due to the temporary sales use.
- \_\_\_\_\_5. If applicable, a tent permit from the City of Glenwood Springs Fire Department (Contact the City's Fire Marshall at 384-6480 for verification as to whether a tent permit is necessary and for specific requirements.)
- \_\_\_\_\_6. Copies of City of Glenwood Springs sales and business licenses.
- \_\_\_\_\_7. Written approval or exemption documents from the Colorado Department of Health for any use that includes food sales.
- \_\_\_\_\_8. A plan to reasonably address litter or waste associated with the use.
- \_\_\_\_\_9. Fee for the specific type of permit noted above. Checks shall be made payable to the City of Glenwood Springs.
- \_\_\_\_\_10. Written description of operations of the temporary use including dates, hours of operation, description of structure, cart or truck and product being sold.

All representations made in this application are true to the best of my knowledge:

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

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**THIS PORTION FOR CITY OF GLENWOOD SPRINGS USE ONLY:**

**Date received:** \_\_\_\_\_

**Application reviewed and approved by:** \_\_\_\_\_

**Permit No.** \_\_\_\_\_

**Approved period for temporary sales permit  
or special event:** \_\_\_\_\_

**Special conditions:**

See attached.

None.