



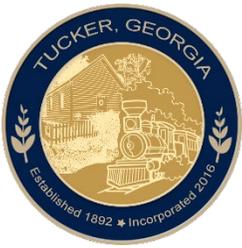
Planning and Zoning  
 1975 Lakeside Parkway  
 Suite 350  
 Tucker, GA 30084  
 Phone: 678-597-9040  
 Website: www.tuckerga.gov

# Special Administrative Permit – Temporary Outdoor Retail Sales

## Instructions

The Planning and Zoning Director is authorized to consider and grant or deny a special administrative permit per Section 46-1664 of the City of Tucker Zoning Ordinance. If you wish to seek a special administrative permit for temporary outdoor retail sales displays, you may submit an application at any time to the City of Tucker. Written decisions regarding a complete application will be issued within 30 days.

REQUIRED ITEMS	CHECK <input checked="" type="checkbox"/>
<b>Special Administrative Permit</b> —Provide one copy of the original and notarized signatures of the property owner(s) and applicant(s), or a notarized statement from the property owner authorizing submittal of the special administrative permit by the applicant on their behalf.	<input type="checkbox"/>
<b>Details</b> – Provide a document containing the following: <ul style="list-style-type: none"> <li>• List of items used for sale (display tables, tents, chairs, shade structures, etc.)</li> <li>• Description of music, loudspeakers, etc. (if applicable)</li> <li>• Description of parking plan and/or traffic mitigation plan</li> <li>• Description of security and or public safety plan (if applicable)</li> <li>• Description of businesses involved with outdoor retail sales</li> </ul>	<input type="checkbox"/>
<b>Building Permit</b> – Submit building permit application to the Community Development Department for review and approval. **A building permit is required for tents over 5,000 sq.ft.	<input type="checkbox"/>
<b>Temporary Sign Permit</b> – Submit temporary sign permit application to the Community Development Department for review and approval.	<input type="checkbox"/>
<b>Site Plan</b> – Provide one copy of a scaled site plan detailing the proposed location and layout of all sale elements on the property	<input type="checkbox"/>
FEES	
Special Administrative Permit Fee	\$100



Planning and Zoning  
 1975 Lakeside Parkway  
 Suite 350  
 Tucker, GA 30084  
 Phone: 678-597-9040  
 Website: www.tuckerga.gov

# Special Administrative Permit – Temporary Outdoor Retail Sales

APPLICANT/BUSINESS INFORMATION		
Company Name:		
Type of Business:		
Address:		
City:	State:	Zip:
Contact Name:		
Phone:	Email:	
OWNER INFORMATION		
Name:		
Address:		
City:	State:	Zip:
Contact Name:		
Phone:	Email:	
PROPERTY INFORMATION		
Property Address:		
Parcel ID:	Zoning:	
Land District:	Land Lot(s):	Acreage:
TEMPORARY RETAIL SALES INFORMATION		
Location of Sale:		
Date(s) of Sale:	Sale Hours:	
Will there be a tent at the sale: <input type="checkbox"/> yes <input type="checkbox"/> no	If yes, size:	

**APPLICANT'S CERTIFICATION**

THE UNDERSIGNED BELOW STATES UNDER OATH THAT THEY ARE AUTHORIZED TO MAKE THIS APPLICATION.

---

Signature of Applicant

Date

---

Type or Print Name and Title

---

Signature of Notary Public

Date

Notary Seal



## **Sec. 46-1226. Temporary outdoor retail sales displays.**

Temporary outdoor retail sales displays and related outdoor storage activities include the exhibition or representation of goods, merchandise, materials, or other items sold or bought at a retail establishment in which the items are displayed or sold outside the confines of a wholly enclosed building, and which are associated with the principal use of an existing business. Temporary outdoor retail sales displays shall not include events for which no business license is required (e.g., cookie sales). Temporary outdoor retail sales displays shall be subject to the following regulations.

### *(1) Use regulations.*

- a. A special administrative permit must be approved in accordance with the provisions of article VII of this chapter.
- b. Temporary outdoor retail sales displays shall include the display and sale of retail merchandise associated only with the principal use of the primary business on the property for a limited period of time.
- c. Any object, device, display or structure, or part thereof, which is used to advertise, identify, display, direct or attract attention to an object, person, institution, organization, business, product, service or event, shall also be considered part of the temporary outdoor retail sales display.
- d. Sales transactions associated with the temporary outdoor retail sales display shall be conducted by employees of the principal use, and goods shall be owned by the owner or tenant of the principal use, not a consignment operation or temporary arrangement with a transient merchant/vendor.
- e. Sales transactions associated with the temporary outdoor retail sales display must be consummated inside the building housing the principal use located on the site.

### *(2) Lot and parcel restrictions.*

- a. Goods and merchandise may be displayed on public sidewalks only when a sidewalk abuts the store or building. Displays on public or private sidewalks shall not interfere with pedestrian travel, and the minimum ADA-required sidewalk width clearance shall be maintained.
- b. Temporary outdoor retail sales display activities are prohibited on a vacant parcel.
- c. Temporary outdoor retail sales display activities shall be conducted only on a paved surface, unless approved by the director.
- d. Temporary outdoor retail sales display activities shall be permitted only on property where such activities shall not disrupt controlled vehicular ingress and egress and are not permitted within areas required, set aside or designated for loading and maneuvering areas, emergency access ways, driving aisles and driveways.
- e. Property zoned M (light industrial) and M2 (heavy industrial) are exempt from subsections (2)a and (2)b of this section and the duration limits (table 4.3). An administrative use permit is required, and duration of use is subject to the approval of the director.

### *(3) Setback and display requirements.*

- a. All temporary outdoor retail sales display activities, including installation or erection of associated temporary display and sales structures, and stand-alone merchandise, display tables, or display racks, must be set back at least ten feet from a city, county or state right-of-way.

- b. A temporary shade structure, tent, tilt-up, umbrella or covering may be erected as a part of the temporary outdoor retail sales display activity. Mobile buildings are prohibited. Tents over 100 square feet shall require issuance of a building permit.
- c. Display tables, racks or shelves may be used as part of a temporary outdoor retail sales display activity.
- d. Temporary outdoor retail sales display items, excluding shade structures, tents, tilt-ups, umbrellas or coverings, shall not exceed six feet above grade.
- e. A sign may be erected on the property in accordance with chapter 34, for the duration approved by the administrative permit.

(Ord. No. 2016-06-07, att. (4.3.4), 7-11-2016)