



Planning & Zoning Department

2052 County Road 24
Medina, MN 55340

Phone: (763) 473-4643
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TEMPORARY OUTDOOR SALES EVENT CHECKLIST

General Information: Some commercial and business districts allow for temporary outdoor sales events to be held on developed property, if approved by the City. Please review the relevant zoning district for specific regulations.

Submittal Requirements:

- Submit a site plan or other scalable drawing which illustrate the following items:
 - Address of site;
 - Location of property boundaries;
 - Location and dimensions of proposed outdoor sales area (note: outdoor sales area may not be located on an unpaved surface);
 - Distance from proposed sales area to property lines (note: outdoor sales areas must meet the setbacks of the relevant zoning district);
 - Distance from proposed sales area to residential property (note: generally, regulations require an outdoor sales event to be at least 200 feet from residential property);
 - Location and footprint size of principal structure (note: generally, regulations limit the outdoor sales event area to 10% of the area of the building footprint, or 3,000 sq. ft., whichever is larger);
 - Location of proposed signage, if any.

- Submit the following information related to the temporary sales event:
 - Proposed duration of the temporary sales event (note: generally, a property is allowed no more than 50 days of temporary outdoor sales events within a calendar year)
 - Transient merchant permit approval (if the proposed sale is not conducted by an owner or tenant of the site);
 - Proof of permission from the property owner (if the proposed sale is not conducted by an owner of the site);
 - Size and type of proposed signage, if any.
 - Temporary sign permit fee, if signage is proposed (note: fee is \$50.00 in 2010)

Further questions or information: Feel free to contact the Planning & Zoning Department at (763) 473-4643, Monday – Friday, 8:00 AM to 4:30 PM.