

SECTION 2517. TEMPORARY RETAIL SALES

Temporary retail sales uses shall comply with the following requirements:

1. There may be five (5) temporary retail sales events per year per lot.
2. Only one (1) temporary retail sales event may take place on a lot at any given time.
3. Temporary retail sales events must obtain a temporary sales permit. The permit will be valid for a maximum of ten (10) consecutive days, whether or not the temporary sales event is held on consecutive days.
4. No more than ten (10) percent of the required parking area for the existing uses on the lot may be used for temporary retail sales.
5. Temporary retail sales areas shall have a maximum sales area of eight hundred (800) square feet, with a maximum width of twenty (20) feet and a maximum depth of forty (40) feet.
6. Temporary retail sales hours of operation will be limited to the hours of operation of the principal use on the lot.
7. Temporary retail sales areas are limited to designated parking areas on the lot.
8. Temporary retail sales shall not disrupt the daily operations of the principal business located on the lot.
9. No temporary retail sales shall be located within any designated clear sight triangle.
10. No temporary retail sales shall adversely impact the health, safety, and welfare of the Township.
11. Any signage shall comply with Article XVIII, Sign Regulations. No signage may be displayed until a temporary retail sales permit is obtained.
12. All temporary retail sales shall comply with the applicable building, fire, and electrical codes of the Township.

Temporary Retail Sales

Manheim Township

Permit Application



1840 Municipal Drive
 Lancaster, PA 17601-4162
 Phone: (717) 569-6406 ext. 71
 Fax: (717) 560-4183
 planningzoning@manheimtownship.org

TYPE OR PRINT CLEARLY IN INK

Date Received _____ Permit # _____ Contact Name _____

Project Address _____ Contact Phone (____) _____ ext. _____

I hereby certify that the proposed Temporary Retail Sale is authorized by the owner of record and that I have been authorized by the owner to make this application as an authorized agent and agree to conform to all Manheim Township Ordinances.

 Signature of Property Owner or Authorized Agent (Permit Applicant)

 Printed Name of Property Owner or Authorized Agent

Permit Fee \$65.00 Applicants Email Address:

Property Owner Information (at time of application)

Name _____ Home Number (____) _____
 Address _____ Work Number (____) _____
 City _____ State _____ Zipcode _____ Cell Number (____) _____
 Shopping Center Name (If applicable) _____ Fax Number (____) _____

Applicant Information Owner Authorized Agent

Name _____ Home Number (____) _____
 Address _____ Work Number (____) _____
 City _____ State _____ Zipcode _____ Cell Number (____) _____
 Contact Name _____ Fax Number (____) _____

Items to be sold _____

Starting Date of Sale _____

Ending Date of Sale (10 day maximum) _____

Two site plans shall be submitted with the permit application.

Site plans must clearly and accurately indicate:

- Property lines
- Street right-of-way line
- Temporary Retail Sales location
- Dimension of sales area
- Existing number of parking spaces, including parking lot layout plan
- Clear sight triangle
- Hours of sale
- Distance of sales area to street road right-of-way and property lines

Permit Validation

Zoning District: _____ Fee: Cash Check#

Signature of Township Official _____ Date _____

Will a Sign/s Be Used Yes No

Total Sign Area _____ Sq. Ft. **

Signs must be attached to the temporary sales structure. Free standing signs for temporary sales are not permitted.

** 1½ square foot per linear foot of façade to which sign is attached, up to a maximum of 200 square feet of signage. (Article 18 Table 2 Part A of the Manheim Township Zoning Ordinance as amended.)

Sign Approval Submittal Requirements

The permit applicant must submit plans and information for each sign intended to be installed.

Building Sign (Temporary Sales) Non-Electric or Electric

- Two (2) sets of elevation drawings clearly indicating the size of the façade and the size of the sign. For multi-tenant buildings, only the size or area of the tenant space needs to be shown for determining the individual tenant sign requirements.
If the sign is electric – the sign drawing must include electrical schematics. The disconnect location must be indicated on the electrical schematics. In addition, all electrical signs must be installed in accordance with the manufacturer’s installation instructions. Therefore, two (2) copies of the manufacturer’s instructions must also be submitted.
Building signs may be placed either:
Parallel to the building façade and projecting no more than eighteen (18) inches from the façade;
In alignment with the outer facing of a covered passageway and at least eight (8) feet above the finished floor; or
At right angles to building façade and under covered passageway and at least eight (8) feet above the finished floor of the passage way.
A building sign may not project above the roofline or top of a parapet.
The total surface area of signs on any building façade may not exceed 1.50 square feet per lineal foot of façade.
Individual tenants within a building are limited to 1.5 square feet of signage per lineal foot of façade for the occupied tenant space.
SIGN AREA SHALL NOT EXCEED TWO HUNDRED (200) SQUARE FEET FOR AN OCCUPIED TENANT SPACE
The design style for all street address numbers and letters are subject to approval by the Code Official. The style as indicated on drawings for review and approval must represent the final product.
All electric signs must be UL listed and labeled and inspected and approved by a Manheim Township electrical official/ inspector prior to energizing the sign circuit. (Sign applicant and/or sign contractor must provide the Manheim Township electrical code official/inspector access to all electrical devises associated with the sign.)

Failure to comply with all Township rules, regulations, codes and ordinances may result in revocation of this permit, and subject the applicant to prosecution.

For Office Use Only

Permit Validation

Signature of Code Official

Date

Large empty rectangular box for permit validation.