

# Hanover County Planning Department Application

## Request for a PROMOTIONAL EVENT

Case #: \_\_\_\_\_

### APPLICANT INFORMATION

Business Name: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Contact: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

### SUBJECT PROPERTY INFORMATION

GPIN(s) \_\_\_\_\_ Site Plan # (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

### REQUESTED INFORMATION (ATTACH ADDITIONAL PAGES, IF NECESSARY)

Start Date of Event: \_\_\_\_\_ End Date of Event: \_\_\_\_\_ Hours of Event: \_\_\_\_\_

Describe the activities planned for your promotional event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### SIGNATURE OF APPLICANT

**As the business owner, property owner, or authorized agent of this property, I hereby certify that this application is complete and accurate to the best of my knowledge, and I authorize County representatives entry onto the property for purposes of reviewing this request.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

### ORDINANCE REQUIREMENTS

**The undersigned has read and understands that the following requirements must be met to obtain approval of this permit:**

- a) This event will be held by a single retail or service establishment in connection with a specific occasion (such as the opening of a business, the anniversary of an opening of the business, or the closing of the business) or in connection with a community or charitable event or national or local holiday or celebration
- b) A sketch plan of the event is part of this application (see Page 2)
- c) Application shall be submitted at least five (5) business days before the promotional event
- d) A promotional event permit may be issued for a period **not to exceed three (3) consecutive days**
- e) A promotional event permit shall not be issued to the same applicant or address more than four (4) times in any calendar year; each promotional event permit shall be separated by a period of not less than 30 days
- f) Promotional events involving the outdoor display of goods and merchandise shall be conducted within an area immediately adjacent to the place where such items are customarily sold
- g) No required off-street parking space, access drive or loading area shall be utilized for such display
- h) A promotional event permit shall not authorize yard sales, flea markets, or other display or sale of used merchandise other than that normally sold by the business holding the promotional event
- i) If a private sidewalk or pedestrian way in front of the building is used for the display of merchandise or for any activity related to the promotional event, a minimum width of four feet must remain unobstructed for pedestrian use.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Sketch Plan**

You may use the following space to draw your sketch plan or you may attach the sketch to this application.

Please provide the following information on your plan:

- existing structures
- parking areas, including number of parking spaces used
- vehicle entrances and exits
- pedestrian walkways
- location of event activities
- temporary signs proposed (Please note: all signage must meet Zoning Ordinance requirements. Please contact the Planning Department staff about temporary sign permits that may be required.)



**Please note:** Promotional events are permitted as accessory uses in the B-O Business Office District, B-1 Neighborhood Business District, B-2 Community Business District, and B-3 General Business District, in accordance with Title I, Article 5, Sections 9A, 10, 11, and 12. This permit is only being reviewed for zoning requirements. Your event may require approvals from other County and State departments, including but not limited to the Sheriff's Department, Health Department, Fire/EMS, and Building Inspections Department.

Applications should be mailed/faxed to:      Hanover County Planning Department  
P.O. Box 470  
Hanover, VA 23069  
(804) 365-6540 Fax