



CASE NO. _____
Accepted by: _____
Date: _____
Acct # 101-5400-00-4458
Fees: _____

SEASONAL SALES PLANNING APPLICATION

(incomplete applications, including checklist, will not be accepted)

PROJECT INFORMATION (Completed by Applicant)			
Development/Project Name:			
Address/Location:			
Parcel Number(s): _____ Section: _____ Township: _____ Range: _____		Planner:	
Gross Area (Acre/sq. ft.):	Net Area (Acre/sq. ft.):	Zoning:	
APPLICANT INFORMATION (Single point of contact)			
Name:		Company:	
Address:			
City:		State:	Zip Code:
Phone Number:		E-mail address:	
Signature of Applicant:		Date:	
PROPERTY OWNER			
Name:		Company:	
Address:			
City:		State:	Zip Code:
Phone Number:		E-mail address:	
Signature of Property Owner:		Date:	
Review times in accordance with SB 1598 Policy			

**SEASONAL SALES
SUBMITTAL CHECKLIST**

I acknowledge that the following items are required for processing of my application with the City of Avondale Development Services Department. I understand that the application will be not accepted without the following items.

DELIVERABLES	
<input checked="" type="checkbox"/>	Completed Planning Application with Property Owner's signature
<input checked="" type="checkbox"/>	Fees: \$180
<input checked="" type="checkbox"/>	Property deed
<input checked="" type="checkbox"/>	Site plan 11"x17" (4 copies)
<input checked="" type="checkbox"/>	Project Narrative – See attached guidelines (4 copies)
<input checked="" type="checkbox"/>	Each item on the checklist scanned to disc or flash drive in PDF format; label and date (1)
<input checked="" type="checkbox"/>	City of Avondale Business License number or proof of application (receipt)
<input checked="" type="checkbox"/>	Avondale Tent/Canopy Fire Code Permit Application
<input checked="" type="checkbox"/>	Special Event Dust Control Plan (See attached instructions)

Signature: _____ Printed Name: _____

Company: _____ Date: _____

If you have any questions regarding items on this checklist, please contact your project planner.

- Applications shall be reviewed by the Development Services Department. The request shall be administratively approved, conditionally approved, or disapproved no later than ten (10) working days from the date of submittal.
- The Zoning Administrator or authorized designee shall notify the applicant of the decision in writing and shall state any conditions for approval or reasons for denial.

In order to make a determination of approval, the Zoning Administrator or authorized designee shall determine that all of the following criteria have been met:

1. The use complies with all applicable codes and ordinances.
2. The nature, scope, location, and manner of the activity does not constitute a health or safety hazard to the general public.
3. The use does not interfere with pedestrian access ways, fire lanes, driveways, landscaped areas, or traffic visibility at driveways or street intersections.
4. Parking on the property is adequate to simultaneously serve any existing permanent use (if applicable) and the seasonal sales use.
5. The sales are not between the hours of 10:00 p.m. and 7:00 a.m. local time, Avondale, Arizona.

Appeals

- An appeal of the Zoning Administrator's decision may be made within fifteen (15) days of the said decision. The appeal shall be heard by the Board of Adjustment at a public meeting within thirty (30) days of the date which the applicant's notice to appeal is submitted.

The project narrative is requested to provide the staff with the information necessary to fully evaluate the proposed Seasonal Sales use and to ensure the use complies with all applicable Codes & Ordinances.

Please address the following topics in your narrative, additional information may be included:

1. **Type of seasonal sales use applying being applied for.** (NOTE: Only seasonal sales events (e.g. Christmas tree lots, pumpkin patches) and off-site sales of souvenirs, gifts, and food incidental to a sporting event may apply).
2. **Dates the seasonal sales use will be in effect.** (NOTE: Maximum of 2 months).
3. **Hours of operation.** (NOTE: Use may not occur between 10:00 PM and 7:00 AM).
4. **Type of structure and permits required, if any.** (NOTE: If tent larger than 200 square feet or canopy larger than 400 square feet is proposed, additional fire permits will be required).
5. **Location of any structure or vehicle used in conjunction with the use, if applicable, in proximity to surrounding area.**
6. **Description of Parking** (NOTE: Must be adequate to simultaneously serve any existing permanent use, if applicable, as well as the seasonal sales use).
7. **Site lighting, if temporary lighting is proposed.**
8. **Traffic impact.** (NOTE: Use cannot interfere with public streets, pedestrian access-ways, fire lanes, driveways, landscaped areas, or traffic visibility at driveway or street intersections).
9. **Statement to restore property.** (NOTE: Upon completion of the use, the premises must be promptly cleaned and restored to the same condition it was in before the seasonal sales use).
10. **Signage.** (NOTE: All signage will require a separate permit).

Development & Engineering Services Department

11465 W. Civic Center Drive, #110, Avondale, AZ 85323 • Phone (623) 333-4000 • Fax (623) 333-0400 • TDD (623) 333-0010
www.avondale.org/developmentservices



A Temporary Membrane Structures and Tents permit is required to erect and operate an air supported temporary membrane structure or tent having an area in excess of 400 square feet. Except for tents used exclusively for recreational camping purposes or; tents open on all sides, which comply with all of the following: individual tents having a maximum size of 700 square feet, the aggregate area of multiple tents placed side by side without a fire break clearance of not less than 12 feet shall not exceed 700 square feet, and a minimal clearance of 12 feet to structures and other tents shall be provided.

EVENT NAME:			
EVENT ADDRESS:			
NAME OF VENUE:			
DATES & TIMES OF OPERATION:	Start Date: Start Time:	End Date: End Time:	Desired Inspection Date/Time:
CONTRACTOR NAME:			
CONTRACTOR ADDRESS:			
CONTRACTOR PHONE:			
CONTRACTOR EMAIL:			
SITE CONTACT NAME:			
SITE CONTACT PHONE:			

Application Process:

1. Complete the permit application and attach information identified in Application Process Step 2.
2. Submit the following a **minimum of 30 business** days prior to the event:
 - Completed permit application;
 - An event description narrative include number and sizes of structures and tents;
 - A site plan including, but not limited to, the items identified in Table 1; and
 - Additional documentation including, but not limited to, the items identified in Table 2

The application package may be emailed, preferred method, to fireprevention@avondaleaz.gov or mailed or delivered in person at Avondale Fire & Medical Station 171, 1825 N 107th Ave., Avondale, AZ 85392.

3. Your application will receive an administrative completeness review within 7 business days of receipt. If found to be incomplete, you will receive a written notice with a comprehensive list of specific deficiencies. Re-submitted materials will be reviewed and commented in the same timeframe.
4. A complete application will receive substantive review within 7 business days. If needed, you will receive a comprehensive written request for corrections. Re-submitted materials will be reviewed and commented within 7 business days.
5. You will be notified when the approved documents are ready for pick up.
6. Pick up approved documents Monday through Thursday from the City of Avondale Permit Center, 11465 W. Civic Center Drive.
7. Remit payment at the Utility Billing Customer Services Department located inside the City of Avondale Permit Center. Forms of payment include Cash, Check, Money Order, Visa, MasterCard, or Discover Card.
8. The assigned Inspector will contact you to schedule an inspection.
9. The necessary inspections will be completed.
10. Once code compliance has been verified, the permit will be issued.

Staff may be contacted at 623-333-6000 to answer questions or provide assistance throughout the application process.

Submittal Requirements Temporary Membrane Structures and Tents

TABLE 1: SITE PLAN

Applicant	Office Use Only	
		Minimum Site Plan Requirements
		Clear, legible drawing with identified scale or fully dimensioned
		Compass direction
		Distance between tent and property lines, adjacent buildings, tents, vehicles, parking areas, etc.
		Location and width of exits
		Location of illuminated exit signs
		Location of portable fire extinguishers
		Location of fire apparatus access roads
		Type and location of heating and electrical equipment
		Type and location of power source
		Plan note indicating the number and assigned position of crowd control managers when occupant load exceeds 500.

TABLE 2: ADDITIONAL DOCUMENTATION

Applicant	Office Use Only	
		Additional Requirements
		Tent staking or ballasting plan which is in accordance with the Industrial Fabrics Association International (IFAI) Procedural Handbook for the Safe Installation and Maintenance of Tentage
		Flame propagation performance criteria certificate for canopies and tents
		Fire & Evacuation Plan when occupant load exceeds 49
		Detailed floor plan when occupant load exceeds 49. Drawing must be to an identified scale with compass direction indicated.
		Decorative materials & furnishing details, if applicable

An applicant may receive a clarification from the city of its interpretation or application of a statute, ordinance, code or authorized substantive policy statement. To request clarification or to obtain further information on the application process and applicable review time frames, please contact Community Risk Reduction.

City of Avondale Fire & Medical Department - Community Risk Reduction Division
1825 N. 107th Ave, Avondale, AZ 85392
623-333-6000

www.avondaleaz.gov/government/departments/fire-medical/fire-prevention



Who is affected?

Any area that is not paved and is used for parking, maneuvering, material handling, or storing motor vehicles and equipment including:

- | | |
|------------------------------|----------------|
| Parking areas | Storage yards |
| Automobile impound yards | Wrecking yards |
| Automobile dismantling yards | Salvage yard |
| Material handling yards | |

What do I need to do?

Clean up trackout immediately when it reaches 25 feet or more. Trackout measuring less than 25 feet must be cleaned by the end of the work day.

Do not cause or allow visible emissions (dust or smoke) to cross the property line.

Do not cause or allow visible emissions within the property to exceed 20% opacity.

If you have an unpaved parking lot open for 35 days a year or less

Choose one of the following control measures:

- Apply water and install/maintain a trackout control device.
- Apply and maintain surface gravel.
- Install and maintain pavement.
- Apply dust suppressant other than water and install/maintain a trackout control device.

If you have an unpaved parking lot open for more than 35 days a year:

Choose one of the following control measures:

- Install and maintain pavement.
- Apply dust suppressant other than water and install/maintain a trackout control device.
- Apply and maintain surface gravel.

*All control measures must be effective so that they meet the visible emission and stability standards found in Rule 310.01 Section 302.6a.

For more information contact Maricopa County Air Quality Department (602)-506-6010 or visit us online at www.maricopa.gov/aq

Definitions

Dust Suppressant - Water, hygroscopic material, solution of water and chemical surfactant, foam, non-toxic chemical stabilizer, or any other dust palliative, which is not prohibited for ground surface application by the Environmental Protection Agency (EPA) or the Arizona Department of Environmental Quality (ADEQ), or any applicable law, rule, or regulation, as a treatment material for reducing fugitive dust emissions.

Opacity - A condition of the ambient air, or any part thereof, in which an air contaminant partially or wholly obscures the view of an observer.

Pavement - To apply and maintain asphalt, concrete, or other similar material to a roadway surface (i.e., asphaltic concrete, concrete pavement, chip seal, or rubberized asphalt).

Property Line - The boundaries of an area in which either a person causing the emission or a person allowing the emission has the legal use or possession of the property. Where such property is divided into one or more sub-tenancies, the property line(s) shall refer to the boundaries dividing the areas of all sub-tenancies.

Trackout – Any and all bulk materials that adhere to and agglomerate on the surfaces of motor vehicles, haul trucks, and/or equipment (including tires) and that have fallen or been deposited onto an area accessible to the public.

Trackout control device - A gravel pad, grizzly, wheel wash system, or a paved area, located at the point of intersection of an unpaved area and an area accessible to the public that controls or prevents vehicular trackout.

Gravel Pad - A layer of washed gravel, rock, or crushed rock that is at least one inch or larger in diameter, that is maintained at the point of intersection of an area accessible to the public and a site exit to dislodge mud, dirt, and/or debris from the tires of motor vehicles, prior to leaving the site. Minimum dimensions must be 30 feet wide by 3 inches deep and 50 feet long or the length of the longest motor vehicle, whichever is greater. If an unpaved surface exit does not have adequate width to install a 30-foot wide gravel pad, then the width of the gravel pad must cover the full width of the unpaved surface exit and such shorter width shall be adequate to prevent trackout.

Grizzly - A device (i.e., rails, pipes, or grates) used to dislodge mud, dirt, and/or debris from the tires and undercarriage of motor vehicles prior to leaving the work site.

To read all of Rule 310.01 and other County rules, you may go to:
www.maricopa.gov/ag

This Dust Control Plan Template was established to assist you in complying with Maricopa County Air Quality(MCAQ) Rules and Regulations for Special/Seasonal events. You should fill out the form entirely, and assure it provides a clear and complete concept for how you will remain in compliance with all MCAQ Rules and Regulations. In addition to this form you should provide a 8.5x11 site plan showing where you will use each control measure.

As always with regulations governed by other agencies, it is your responsibility to remain in compliance with those Rules and Regulations. The City of Avondale accepts no liability for your compliance. The City of Avondale does not review, approve, or inspect dust control plans or any other legally binding requirements related to MCAQ Rules and Regulations.

Should you have any questions regarding the need for a dust control permit, plan, or the rules and regulations you should contact the MCAQ Division directly at 602-506-3010, or you may visit them at:

<http://www.maricopa.gov/4514/Dust-Control-Permit-Applications>

Section 1. Basic Information

Type of event:		
Special event:	<input type="checkbox"/>	Seasonal event: <input type="checkbox"/>
Owner name:		
Event name:		
Event address:		
City:	State:	Zip:
Phone:	Fax:	
Email address:		

Section 2. Site Plan

Provide a Site Plan Sketch showing the site boundaries, layout, dimensions, nearest cross streets, a north arrow, all points of access and the perimeter of the unpaved parking area.	<input type="checkbox"/>
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Section 3. Selection of Control Measures

P-Primary control measures are the initial control measures applicants plan to use to control dust in a given situation.

C-Contingency control measures are the control measures applicants plan to use if Primary control measures fail.

Category A. Vehicles/Motorized Equipment					
A.1 Unpaved Parking Areas		Beginning	During	End	
<input type="checkbox"/>	P <input type="checkbox"/> C Apply water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	P <input type="checkbox"/> C Pave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	P <input type="checkbox"/> C Apply and maintain gravel, recycled asphalt or other suitable material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	P <input type="checkbox"/> C Apply and maintain dust suppressant(s), other than water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	P <input type="checkbox"/> C Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Or, explain why this category and its control measures are not applicable _____					

Category B. Trackout

B.1 Trackout Control Devices

	Beginning	During	End
<input type="checkbox"/> P <input type="checkbox"/> C Gravel Pad*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> P <input type="checkbox"/> C Grizzly Bars or Rumble Grate*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> P <input type="checkbox"/> C Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Or, explain why this category and its control measures are not applicable _____

*Note that Maricopa County Air Quality Department requires at least one trackout control device at each exit from an unpaved area that is accessible to the public.

B.2 Cleaning

	Beginning of Project	During Project	End of Project
<input type="checkbox"/> P <input type="checkbox"/> C Operate a street sweeper or wet broom with sufficient water and at the manufacturer's recommended speed (e.g. kick broom, steel bristle broom, Teflon broom, vacuum)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> P <input type="checkbox"/> C Manually sweep-up deposits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> P <input type="checkbox"/> C Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Or, explain why this category and its control measures are not applicable _____

Category C. Dust Suppressants Other than Water

Although water is a dust suppressant, the information in category C is for suppressants other than water (if applicable). Fill out the applicable areas in the table below and attach information on environmental impacts and approvals or certifications related to appropriate and safe use for ground application. Also, attach product specification(s) and application sheet(s) or label instructions.

Application Area	Manufacturer Name	Product	Application Frequency*	Intensity**
A. Vehicles/Motorized Equipment				

*How often the surface will receive a complete application of dust suppressant (e.g. 3 times a day)

** The amount used of a period of time (e.g. gallons/minute)

The Maricopa County Air Quality (MCAQ) Divisions regulates the use of vacant (unpaved) parking lots for dust control. For more information on the regulation please reference the fact sheet for Ordinance P-27, Rule 310, and the Maricopa County Website pertaining to compliance with fugitive dust emissions on Vacant Lots:

<http://www.maricopa.gov/1913/Dust-Sources-Control-and-Training>



The Rules, Regulations, and Ordinances governing Air Quality in Maricopa County are very dynamic and quite complex. The City of Avondale has created the SE Dust Control Plan Template to streamline the Dust Control Requirements and identify only those that pertain directly to Special/Seasonal Events. As always with regulations governed by other agencies, it is your responsibility to remain in compliance with those Rules and Regulations. The City of Avondale developed the template as a tool to simplify the dust control plan for Special/Seasonal Events. The City accepts no liability for your compliance with Maricopa County Rules and Regulations. The City of Avondale does not review, approve, or inspect dust control plans or any other legally binding requirements related to MCAQ Rules and Regulations. The SE Dust Control Plan Template may only be used for Special/Seasonal Events and not any other applications such as Construction Projects or Haul Roads.

Please follow the instructions below when filling out the SE Dust Control Plan Template.

Section 1: Basic Information

Please fill in each section with the best information available.

- Specify the type of event
- Specify if it is a seasonal or a special event
- Specify the owner of the property and whom is running the event
- Specify the event name
- Specify the Address and or Parcel number
- Specify the City, State, and Zip Code is the event being held in
- Specify the contacts name, phone number, fax number, and email address for this event

Section 2: Site Plan

Attach a separate page (8½" x 11") with a drawing showing all of the following elements:

- Entire project site boundaries
- Basic site layout with linear dimensions (including staging areas, storage, parking, driveways, and drive aisles)
- Nearest main crossroads
- North arrow
- Access point(s) - Planned exit locations onto areas accessible to public
- Perimeter of unpaved parking lot(s)

Section 3: Selection of Control Measure

A. Primary (“P”) and Contingency (“C”) Control Measures:

Every category and/or sub-category requires at least one Primary control measure (“P”) and at least one Contingency control measure (“C”). A contingency control measure is the backup or secondary action(s) that needs to immediately be implemented when the primary control measure(s) fails to adequately control dust emissions at the named project.

To indicate your choice, mark the box next to the appropriate letter (“P” or “C”) in front of each control measure(s) that you have chosen. Do this for both primary and contingency control measures in every category and/or sub-category.

B. Control Measure Instructions

There are three category headings (A-C) on the SE Dust Control Plan Template. Under each of the category headings (A-C) are questions to consider and concepts to select when designing your Dust Control Plan.

When completing the SE Dust Control Plan Template, consider the following categories and control measures:

1. Category A. Vehicles/Motorized Equipment

Unpaved Staging and Parking Areas

What areas have you set aside for parking, including areas where your employees and vendors will be parking their vehicles? What areas have you set aside for staging? How will you keep vehicles, including the public, employees, vendors, utilities, and your staff, in areas intended for travel?

Water

Applying water to a site (usually via a water truck) is a very effective dust control measure. If you choose to utilize water application as either a primary or contingent control measure (water may not be both your Primary and Contingent control measure), you must describe the size and number of pieces of the equipment that you will use to both supply and apply the water.



Water supply means how water will be supplied to the site. Equipment options for water supply include, but are not limited to, metered hydrant, water tower, and water pond.

Water application means how water will be applied to the site. Equipment options for water application system include, but are not limited to, hoses, water truck, water pull, and water buffalo.

Regardless of the minimum amount of water that you have available on your site, your water supply and water application must be aggressive enough to maintain less than 20% opacity at all times. Test methods for opacity can be found in Appendix C of the Maricopa County Air Pollution Control Regulation. See an online version of Appendix C at:

<http://www.maricopa.gov/1913/Dust-Sources-Control-and-Training>

Surface gravel, recycled asphalt, or other suitable material

Applying a surface treatment to the area used can also be a very effective dust control measure. If you choose to “apply and maintain surface gravel, recycled asphalt, or other suitable material” as a control measure for unpaved parking areas, you must comply with Rule 310, Section 304.1 – Stabilization requirements for Dust-Generating Operations – Unpaved Parking Lot:

- Do not allow visible fugitive dust emissions to exceed 20% opacity.
- Do not allow silt loading to be equal to or greater than 0.33 oz/ft² or to exceed 8%.

More detail on opacity and silt loading can be found in Appendix C – Fugitive Dust Test Methods at

<http://www.maricopa.gov/1913/Dust-Sources-Control-and-Training>



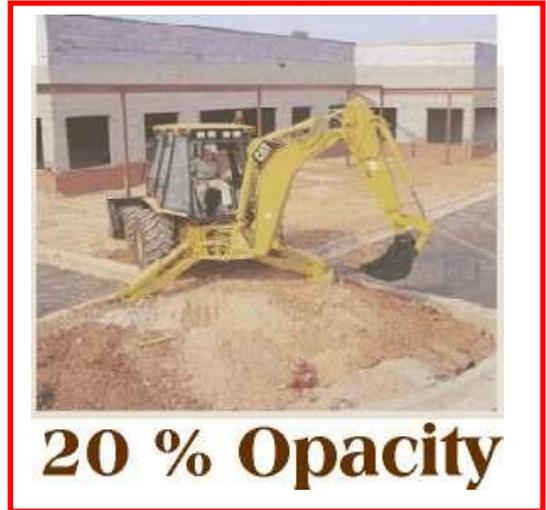
Understanding Opacity

Rule 310, Section 303 requires visible fugitive dust emissions to not exceed **20% opacity**. As a general rule of thumb, if at any time you can see dust being generated by equipment operations, it is already at least 10% opacity.

Opacity is measured by looking through the dust plume, while the sun is at your back. If more than 20% of the background is obscured, then the opacity is greater than 20%.



0 % Opacity



20 % Opacity



40 % Opacity



60 % Opacity

Additional information on Fugitive Dust Test Methods can be found at:

<http://www.maricopa.gov/1913/Dust-Sources-Control-and-Training>

2. Category B. Trackout

Trackout Control Device

Trackout control devices are preventative devices intended to reduce the amount of dirt transferred onto paved areas and entrained (introduced) into the atmosphere. Trackout control devices are required at every exit to an area accessible to the public (any retail parking lot or public roadway that is open to public travel primarily for purposes unrelated to the dust generating operation) . Trackout control devices include, but are not limited to, the following:



Gravel Pad

A layer of washed gravel, rock, or crushed rock that is at least one inch or larger in diameter that is maintained at the point of intersection of an area accessible to the public and a work site exit to dislodge mud, dirt, and/or debris from the tires of motor vehicles prior to leaving the site.



Grizzly or Rumble Grate

A device (i.e., rails, pipes, or grates) used to dislodge mud, dirt, and/or debris from the tires and undercarriage of motor vehicles prior to leaving the site.



Rule 310, Section 306 addresses dust control measures for trackout control. According to Section 306 you must prevent trackout by installing, at all access points to the site, a trackout control device such as a grizzly or rumble grate, or a gravel pad, defined in Rule 310, Section 217 to be **at least 30 feet wide** (unless the unpaved surface exit does not have an adequate width), **50 feet long, and 3 inches deep**.

It is a violation of Rule 310 if you do not have a trackout control device, regardless of whether trackout is present.

Cleaning

Trackout is the deposit of materials (usually soil) from vehicle tires that have been tracked out from an unpaved lot and have been deposited onto the public street. You are required to immediately clean trackout/carry-out extending 25 feet or more. Trackout/carry-out that is less than 25 feet requires cleaning by the end of each day.



Cleaning trackout/carry-out includes removing the material that has been deposited onto public streets, gutters, and sidewalks. Cleaning trackout/carry-out can be accomplished by manually sweeping up the deposits, by operating a PM-10 compliant street sweeper or wet broom, or by power washing.



It is a violation of Rule 310 if you have not cleaned trackout/carry-out, regardless of whether a trackout control device is present. If a street sweeper has been chosen as the primary control measure and is needed immediately but is not available, then you must employ the contingency measure.

3. Category C. Dust Suppressants other than water

The information required by the table in Category C, Section 3 in the SE Dust Control Plan Template is for all other dust suppressants, other than water, that you may want to utilize. Fill out the applicable areas. Be sure to attach information on environmental impacts and approvals or certifications related to appropriate and safe use for ground application. Also, attach product specification(s) and application sheet(s) or label instructions.

Different types of soil require more intensive water use or the use of water in combination with dust suppressants, in order to meet the requirements of Rule 310. Brief descriptions of dust suppressants and related information can be found on the Maricopa County Air Quality Department Dust Compliance website at: <http://www.maricopa.gov/1913/Dust-Sources-Control-and-Training>