

SIDEWALK SALES POLICY
VILLAGE OF ARMADA
MACOMB COUNTY, MICHIGAN

I. PURPOSE

It is the purpose of this policy to regulate private sidewalk sales taking place on public sidewalks in commercially zoned districts so that such events can occur with the safety and health of the participants in mind, the protection of public property considered, and the impact of the event on non-participating residents minimized.

II. SIDEWALK SALES APPLICATION PROCESS / REQUIREMENTS

An applicant for a sidewalk sales permit must submit a complete and signed application to the office of the Village Clerk not less than seven (7) days prior to the first day of the proposed sidewalk sale date. At the time of submission of the complete and signed application, an applicant *must* file the following:

- A certificate of insurance with general liability and other coverages appropriate to sidewalk sales and providing an endorsement adding the Village, all of its elected and appointed officials and employees and all other individuals working on behalf of the Village as additional insureds;
- A sketch depicting the public property on which the sidewalk sales will be conducted.

The Village's Code Enforcement Officer or, in his or her absence, the Police Chief or Clerk, may approve, approve with conditions, or deny an application for a sidewalk sales permit. A sidewalk sales permit shall only be for the duration of the sales event(s) approved and shall not establish any future right or privilege to conduct a future sidewalk sale.

VI. PROCEDURES FOR SIDEWALK SALES

These guidelines must be complied with for any sidewalk sale occurring in commercially zoned districts pursuant to an approved permit:

1. Any banner/sign advertising the sidewalk sale must comply with the Village Zoning Ordinance and be located so it does not present a hazard to the public.
2. Under no circumstance will any sign advertising the sidewalk sale be permitted to be placed anywhere in the public right of way, except as allowed for in the Village Zoning Ordinance.
3. Sidewalk Sales shall only include items specific to your business merchandise.
4. A portable tent or canopy is the only temporary structure permitted to be erected on the public sidewalk, provided that it does not encroach into the 6 foot clear path required by these guidelines and no sales or display of merchandise is permitted in parking areas.
5. Sidewalk sale merchandise may only be located on the sidewalk directly in front of

- the store having the sale.
6. Display of items for sales shall not impede foot traffic. A clear path of 6 feet width measured from back of curb shall be reserved for pedestrians.
 7. A sidewalk sale may not exceed five (5) consecutive days in duration, except during the duration of the Armada Fair.
 8. Flammable or hazardous items are prohibited.
 9. The temporary use of the Village owned sidewalk must be consistent with the Village Code of Ordinances and Zoning Ordinance, and not cause any disturbance to the neighboring properties.
 10. A Sidewalk sales event permit will be required prior to the occurrence of the sidewalk sale.
 11. All sidewalk sales must be open to the general public.

VII. SUSPENSION OR REVOCATION OF SIDEWALK SALES PERMIT

The Armada Chief of Police or his/her designate shall have the power to suspend all or a portion of the activities conducted pursuant to a sidewalk sales event permit or the Village Council at a regular or special meeting may revoke a sidewalk sales event permit under the following circumstances:

- It is determined that the applicant has made a false or materially misleading representation in the sidewalk sales application;
- The scope, duration, or nature of activities conducted pursuant to the sidewalk sales permit do not comply with this policy or exceed that represented by the applicant in the sidewalk sales application or as approved by the Village;
- An activity conducted as part of or as an indirect result of the sidewalk sales event presents an imminent threat to the public health, safety, and welfare of the general public and/or public property and facilities.

Approved by the Village Council on: May 14, 2018

Amended on: _____

APPLICATION FOR SIDEWALK SALES PERMIT

Applicant's Name: _____

Applicant is a:

- Corporation
- Limited Liability Company
- Partnership
- Sole Proprietorship

Assumed Name(s) Used by Applicant: _____

Name of Applicant's Authorized Representative: _____

Applicant's Address: _____

Applicant's Contact Information:

- Phone

- Email
Address _____

Location / Address for Sidewalk Sale _____

Date(s) of Sidewalk Sales Being Applied For [Sidewalk Sales Cannot Exceed Five Consecutive Days Except During the Armada Fair]: _____

Signature of Applicant's Authorized Representative: _____

Checklist to Complete Application:

- A certificate of insurance with general liability and other coverages appropriate to sidewalk sales and providing an endorsement adding the Village, all of its elected and appointed officials and employees and all other individuals working on behalf of the Village as additional insureds;
- A sketch depicting the public property on which the sidewalk sales will be conducted.

APPLICATION APPROVAL / DENIAL

- Approved
- Denied

By: _____

VILLAGE OF ARMADA
74274 Burk Street, Armada, MI 48005

PERMIT FOR SIDEWALK SALES

Business Name

Permit is valid from _____ to _____

Issued by: Village of Armada
Dennis LeMieux
Code Enforcer

Date

**THIS PERMIT IS NOT VALID UNTIL APPROVED AND SIGNED BY THE
CODE ENFORCER, POLICE CHIEF, OR VILLAGE CLERK**