



# ANNUAL REGISTRATION FORM FOR TEMPORARY OUTDOOR SALES

YEAR: \_\_\_\_\_

### NO FEE

This Annual Registration Form is required for temporary outdoor sales on sidewalks, or anywhere else on a property the does not affect the parking lot. Parking lot sales require a **Temporary Outdoor Sale Permit**.

<b>For Official Use:</b>
Received on _____
Received by _____
Entered by _____

ALL FIELDS MUST BE COMPLETED OR INDICATED "N/A"

### Property Information

Plaza/Property Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Folio Number: \_\_\_\_\_ Number of Units on Property: \_\_\_\_\_


Property Owner: \_\_\_\_\_ Manager/Contact Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Agent Information (if applicable)

Authorized Agent Name (person): \_\_\_\_\_ Company Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

 Proof of Insurance attached meets requirements on back of page

**Please read and initial the following and sign at the bottom**

As a property owner I understand that

- The owner of a commercial business property may hold up to 3 temporary outdoor sales, or delegate these sales to tenants of the building. A temporary outdoor sale assigned to a nonprofit organization other than the owner or tenant of the property shall not count toward the maximum number of three (3) sales per year unless a Temporary Outdoor Sale Permit is required. *Code Sections 16-288(c) 4. , 16-288 (c) 8.*
- Property owners must notify the City of Sunrise of a planned temporary outdoor sale at least seven (7) days in advance of the start of the sale. A Temporary Outdoor Sale Notification Form is available. *Code Section 16-288 (c) 5.*
- Temporary outdoor sales which will be held within or obstruct the parking lot will require a separate Temporary Outdoor Sales Permit, and this annual registration does not meet the requirements of the permitting procedure. All sales by Temporary Outdoor Sale Permit will count towards the maximum of three (3) sales allowed per year. *Code Sections 16-288(c)8. , 16-288(b)*
- Any temporary signs which will be placed in conjunction with a temporary outdoor sale will require a separate Temporary Sign Permit. *Code Sections 16-288(b) 5. , 16-288(c) 9.*
- Special Events will require a separate Special Event Permit, and this annual registration does not meet the requirements of the permitting procedure.

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

Sworn and subscribed to before me, a Notary Public, by \_\_\_\_\_, this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, who is either personally known to me or who has produced \_\_\_\_\_ as identification.

My Commission Expires: \_\_\_\_\_

Notary Public for the State of \_\_\_\_\_  
Print Name: \_\_\_\_\_

## **Insurance Information For Temporary Outdoor Sales**

For temporary outdoor sales, the property owner or associated permit applicant shall agree to maintain and submit a Certificate of Insurance evidencing the following Commercial General Liability insurance, or insurance as required.

- Minimum limits of liability not less than three-hundred thousand dollars (\$300,000.00) per occurrence and six-hundred thousand dollars (\$600,000.00) general aggregate.
- The permit applicant's Commercial General liability shall endorse the City of Sunrise as an Additional Insured under either the CG 2012 0798 Additional Insured – State or Political Subdivisions – Permits endorsement or the GC 20 26 07 04 Additional Insured – Designated Person or Organization endorsement, or equivalent endorsements.
- Any coverage insurance required in this section may be written on a designated location, date or special event only basis.
- If the permit applicant receives a non-renewal, cancellation notice, or change in coverage from an insurance company affording coverage required herein this Section, permit applicant shall notify the city in writing to Community Development - Planning Division prior to the special event with a copy of the non-renewal or cancellation notice, or written specifics as to which coverage is no longer in compliance.
- City's Risk Manager reserves the right, but not the obligation, to revise any insurance requirement, not limited to limits, coverage and endorsements, or to reject any insurance policies which fail to meet the criteria stated herein. Additionally, City's Risk Manager reserves the right, but not the obligation, to review and reject any insurer providing coverage due of its poor financial condition or failure to operate legally.
- The City's Risk Manager may amend insurance requirements for applicants whose events have been previously well managed and successfully operated or for similar events that have been successfully operated.

**Be sure to Attach Certificate of Insurance to the Application.**