

Submittal Checklist



Engineering and Development Services 14455 W. Van Buren St, Bldg D, Goodyear, AZ 85338 (623) 932-3004, Opt. 2

Outdoor Retail and Tent Sales

This checklist has been provided to assist the applicant in assembling documentation needed for a complete submittal. All plans shall be clear and readable, drawn to scale (1/4" per Ft preferred), landscape orientation, and on appropriate size paper as indicated below. Only complete submittals will be accepted for plan review. Please contact Engineering and Development Services with questions regarding the required materials.

- Completed Building Permit Application – Digital signatures will not be accepted
- Two copies (Minimum 8 ½"X11", maximum 24"X36) of the following:
 - Narrative describing the nature of the operation of the proposed use, including hours of operation, use of amplified music, storage of hazardous materials, etc.
 - Site Plan including the following items allowed per ARS 36-1606, as applicable:
 - Project Name
 - Project Address
 - Specify the power source (Ex: Generator), shall be 20' from the facility
 - Setbacks from residential areas (Must be 100 ft from any residential)
 - Location of tent
 - Proposed Fencing
 - Parking including notation that reads, "All Parking will be on Paved Surface"
 - Proposed Restrooms
 - Detail of Proposed Signage including the type, number, location, and size. All signage shall be in compliance with the City of Goodyear Zoning Ordinance, Article 7, and ARS 36-1606. **Note: If signage is not included with this application, a separate sign permit will be required.**
- Other: _____
- Application Checklist (This form)
- Fees: \$150.00