

# Off Street



# Sales

Folio #	16-	Zoning District	
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Upper Darby Township Licenses and Inspection Off-Street Sales Application  
 100 Garrett Road Upper Darby, PA 19082 www.upperdarby.org (610) 734-7613

Temporary Off-Street Retail Sales are a permitted use at the following locations:  
 Any property in the C-1 or C-2 Zoning District  
 Any property owned by Upper Darby Township, School District, or Delaware County  
 All institutional properties covered under the RLUIPA Act of 2000.

Address of off-street sales			
Property owner		Phone #	
Applicant's Name		Phone #	
Applicant's Address		Phone #	
Dates of Operation	to	Hours	to
Businesses at this site	Square Footage	Parking Spaces Required	

An accurate scaled site plan showing parking spaces, streets, sidewalks, lighting, structures, and the location of the sales must be submitted for review.

Sales tables/areas must be 5' from the inside edge of the sidewalk or street whichever is greater.

Merchandise storage/display areas must be 25' from the edge of the street. 10' for corner properties

Please provide 3 copies of each requested document. Failure to submit any of the requested documents will result in a denial of your application. If you think that some of these documents may not be required, please call us at (610) 734-7613 to confirm.

Holiday items may be sold 30 days prior to the holiday, but must be removed the day after  
 All other items may be sold one day per week not more than 15 times a year.

Off-Street Sales Fees	\$300 plus an additional \$100 for each worker
Mercantile Fee and Taxes:	See Finance Dept. Room 102
REVIEW PERIOD IS 30 BUSINESS DAYS	

Signature		Date	
Print Name			

License		Use		Occ.		Total	
				Inspector			
				Review Date			
Director, Department of Licenses & Inspection							