



APPLICATION PROCESS **CONSUMER FIREWORKS FACILITY**

STEP 1: Obtain an application

- Application will need to be obtained from the Development Services Department. You may either obtain the application in person or online at <http://www.salina-ks.gov/fireworksfacilities>

Community & Development
Services Department
300 W. Ash, Room 205
P.O. Box 736
785-309-5720

STEP 2: Select location for the retail fireworks stand

- Salina's Zoning Ordinance allows consumer fireworks facilities to be located in specifically zoned areas. The approved zoned areas are as follows:
 1. C-3 (Shopping Center)
Consumer fireworks facilities are permitted in this zoning district provided all setback and parking requirements can be met.
 2. C-5 (Service Commercial)
Consumer fireworks facilities are permitted in this zoning district provided all setback and parking requirements can be met.
 3. C-6 (Heavy Commercial)
Consumer fireworks facilities are permitted in this zoning district provided all setback and parking requirements can be met.
 4. C-7 (Highway Commercial)
Consumer fireworks facilities are permitted in this zoning district provided all setback and parking requirements can be met.

Consumer fireworks facilities are not permitted in residential or industrially zoned areas.

STEP 3: Verify that your chosen location is an approved area

- It is the responsibility of the applicant to verify that the proposed location is in an area zoned for consumer fireworks facilities. Please do not accept the word of the property owner as to the current zoning of the

property. Rezoning of property occurs periodically and your proposed location may not be zoned to allow a consumer fireworks facility.

- Contact City Planning Department to verify the current zoning of your selected location. You can reach the Planning Department at (785) 309-5720. Please advise the administrative staff that you need to verify property zoning.

STEP 4: Obtain property owner consent

- If you are **NOT** the property owner of your selected location, written consent from the property owner will need to be obtained for your application.

STEP 5: Prepare a site plan to be submitted with your application. All of the following information is required to be on the site plan (See Site Plan Example). Omission of required information may delay your application process or prevent your application from being approved.

- Name of the fireworks facility
 - Address of the proposed facility location
 - Scale
 - Compass direction
 - Public roadways surrounding or adjacent to the property
 - Names of public roadways
 - Location and name of any building / businesses located on the property
 - Proposed location of tent on the property
 - Dimensions of the tent being used
 - Distance between the tent and any existing buildings on the property
 - Distance between the tent and adjacent public streets and property lines
 - Proposed location and layout of parking spaces
 - Proposed location of any storage containers, portable restrooms and / or trash receptacles
1. The maximum facility size is 5,800 sq. ft. (*Ordinance 15-10780, passed on July 6, 2015, increased the tent size from 2,400 sq. ft. to 5,800 sq. ft.*)
 2. Facilities located in commercial zoned areas, are to be 25 feet away from any public right-of-way, 50 feet from any structure on the lot or adjoining lot and 20 feet away from any commercial

property line and 300 feet from any residential property line. (See Steps for obtaining property line information for a selected location).

3. Facilities are not to be located within 300 feet of any gasoline pump, gasoline filling station, gasoline bulk station or any building in which gasoline or volatile liquids are sold in quantities in excess of one gallon.

STEP 6: Obtain a photocopy of the “Certificate of Flame Resistance” of the tent being used.

- The “Certificate of Flame Resistance” will need to be obtained from the company that you rent your tent from.
- Only tents provided by a commercial rental company will be approved for use as a retail fireworks stand, providing that the tent has a “Certificate of Flame Resistance”

STEP 7: Application Deadline: 5:00 p.m., May 20th

Applications submitted after the deadline date will not be accepted. (NOTE: If May 20th falls on a Saturday or Sunday, the deadline will be the first business day following the weekend)

Return the completed Application to Development Services, with the following information attached:

- Application fee (non-refundable) in the amount as indicated in the current Comprehensive Fee Schedule for the City of Salina
- Legal description of the property
- Written consent from property owner, if applicable
- Site Plan
- “Certificate of Flame Resistance” of the tent being used. (Fire Department Requirement)
- Sales Tax Certificate
- Proof of Insurance

Omission of any required documents may delay your application review process or delay the issuance of your temporary use permit.

If corrections or modifications to the application are required by City staff, applicants will have until June 1st to submit the final version of their corrected or modified application.