

## CITY OF CRYSTAL LAKE PARK

### ESTATE SALE PROCEDURES

1. Homeowners and/or Professional Sales Agents must apply for an Estate Sale License with the City Clerk not less than twenty (20) working days prior to the scheduled sale.
2. The Homeowner and/or Professional Sales Agent completes the Estate Sale License Application. This form is in a Word document on the city's web site. It is also available at Frontenac City Hall. This form can be mailed to the City of Crystal Lake Park (P.O. Box 31338, St. Louis, MO 63131), emailed to the City Clerk at [cityclerk@crystallakepark.org](mailto:cityclerk@crystallakepark.org) or submitted in person at the Frontenac City Hall (10555 Clayton Road, Frontenac, MO 63131).
3. A Traffic Control Plan must accompany the Estate Sale License Application. The Traffic Control Plan must include the proposed method of traffic control to be used during the estate sale and an acknowledgement that the applicant shall be held responsible for any damage to City or personal property caused by the estate sale. The Traffic Control Plan is subject to approval by the Mayor of Crystal Lake Park.
4. If a Traffic Control Plan is not submitted or is deemed ineffective, as determined by the Mayor, the person shall submit a deposit of \$500 per each day of the sale for use by the Mayor for traffic control measures.
5. All sales must post the appropriate "no parking" signs as provided in the attached ordinance. Signs are available at Frontenac City Hall.
6. The City reserves the right to revoke the license and halt the sale on any threat to the public health, safety, and welfare, as determined by the City's Chief of Police or his or her assignee.
7. No personal property of any type belonging to anyone not living in the residence shall be brought upon the premises for sale at a commercial estate sale. Auctions are strictly prohibited.
8. The homeowner and/or professional sales agent must provide proof of liability insurance that the person or company shall be responsible for any damage to the City or personal property caused by the estate sale. Please attach proof of liability insurance with this application.