

**APPLICATION FOR
TEMPORARY AND SEASONAL OUTDOOR SALES PERMIT
City Code Chapter 10-17-13**

Requirements, Process and Application Packet

Temporary and seasonal outdoor sales are allowed, following specific parameters. This packet contains the information and application specific to the Temporary and Seasonal Outdoor Sales process within the City of St. Francis.

Zoning: Sales shall be limited to agricultural, commercial and industrial zoning districts. No portion of the use or event shall take place within one hundred (100) feet of any residential buildings.

Length of Sale: Temporary and seasonal outdoor sales shall not exceed ninety (90) days in length. No more than two (2) events shall be conducted by the same applicant or property in any calendar year.

License: No outdoor sales shall be conducted without first obtaining an outdoor sales license as established in Chapter 6 of the City Code, as applicable.

Parking and Traffic Flow: The sale and associated parking shall not obstruct parking spaces needed by any permanent business established on the site except when a sale is held when the business is closed. Off-street parking and loading shall be provided as required by City Code Chapter 10, Section 19. Please pay particular attention to vehicle and pedestrian safety and address concerns of traffic flow and control, including access in case of fire or other catastrophe.

Site Expectations: Sites are expected to be conducted in a matter that the site is kept in a neat and orderly fashion, free from litter, refuse, debris, junk or other waste which results in offensive odors or unsightly conditions. Display of items shall be arranged in as compact a manner as reasonably practical.

Signage: Signage is limited to one (1) sign not to exceed thirty-two (32) square feet. This limitation applies to all signs including those affixed to vehicles. The sign may be illuminated but shall comply with requirements of City Code Chapter 10, Section 23.

Lighting: All lighting shall comply with the lighting standards of City Code Chapter 10, Section 16-8.

Submittals: Once all items required are received, including the application and required documentation, the application will be reviewed by Zoning and forwarded to the Building Official to determine any need for fire or other safety inspections. Please allow five (5) to seven (7) business days for review. Applicant will be contacted in the event additional information or inspections are required.

TEMPORARY AND SEASONAL OUTDOOR SALES PERMIT APPLICATION

PROPOSED TEMPORARY OR SEASONAL SALE	SITE ADDRESS:		PARCEL ID #:	
	BUSINESS HOURS:		DATES OF START TO CLOSE OF OPERATION:	
	DESCRIPTION OF OPERATION: _____			
APPLICANT INFORMATION	NAME:			
	ADDRESS:			
	CITY:	STATE:	ZIP:	
	PHONE:	EMAIL:		
PROPERTY OWNER (if different than applicant)	NAME:			
	ADDRESS:			
	CITY:	STATE:	ZIP:	
	PHONE:	EMAIL:		
STRUCTURE	The use of a structure shall not impair the parking capacity, emergency access, or the safe and efficient movement of pedestrian and vehicular traffic on or off the site.			
	MAIN USE OF STRUCTURE:			
	SIZE: Length: _____ ft. Width: _____ ft.			
	TYPE: TENT CANOPY STAND OTHER: _____			
	MATERIAL:			
	WILL ANY OF THE FOLLOWING BE USED? TEMPORARY TANKS HEATERS ELECTRIC			

Required Documentation:

The following documentation must be submitted with your application in order to be considered complete.

- A scalable site plan, no larger than 11"x17", must be submitted which identifies the following:
 - Identification of sale location on site
 - Placement and size of any structures, including
 - Location of exits
 - Location of fire hydrants
 - Parking stalls and drive aisles
 - Placement and size of any signs

- Evidence of the following, if applicable:
 - Adequate off-street parking
 - City of St. Francis Business License (Reference Chapter 6)
 - State license authorizing fertilizing handlings
 - Certificate of insurance
 - Proof of any other agency permits or license required for operation

By signing this application, I declare that all of the information provided to the City of St. Francis on this application, or as part thereof, is true and accurate to the best of my knowledge.

Print Name

Signature of Applicant

Date

Signature of Owner (if different than applicant)

Date

APPROVALS:

Zoning: _____

Date: _____

Zoned: Agricultural Commercial

Industrial

Fire: _____

Date: _____

Building: _____

Date: _____