

City Planning Department

City Hall – 501 Laurel Street Brainerd, MN 56401 218-828-2309/Fax 218-828-2316 www.ci.brainerd.mn.us

Permit Number: _	
Permit Fee:	

TEMPORARY SALES PERMIT

(Sales Structures Short Term - \$25.00 | Sales Structures Long Term - \$150.00)

Completed applications should be submitted to the Brainerd Planning Department at least two (2) weeks prior to the planned Temporary Use. All applicants should read the following pages before completing all sections required. Incomplete applications may increase the permit processing time. If a person other than the property owner signs this application, written authorization from the property owner must be attached.

A site plan/diagram of event property <u>MUST BE ATTACHED</u> (see attachments)				
Non-agricultural products, e	ng material and plants, agricultural proc			
Name of Event Location of Event (exact street address)			address)	
Applicant Name:				
Address: (if different than Proper	City: ty Address)	State:	Zip Code:	
Day Phone:	Cell Phone:	E-mail:		
Set-up start date:	Clean-	up end date:		
Property Owner:				
Address:(if different than Property Address)	City:	State:	Zip Code:	
Day Phone:	Cell Phone:	E-mail:		
I hereby certify that the information contaconducted per all applicable local laws. I co				
Applicant's Name (please print)	Signature			

(over for additional information)

Applicants for Temporary Sales Permit (does not include roadside vendors) use must provide the following for review by the City Planner:

- 1. A scaled drawing of the subject property including the following: property boundaries, existing street right-of-ways, existing improvements (buildings, parking areas and number of parking spaces, drives, septic systems, landscaping and lawn areas, etc.), adjacent properties with existing uses and improvements, and the location, features and dimensions of proposed temporary use.
- 2. Any existing drainage features (storm drains, drywells, and water retention/detention areas).
- 3. Location or other information regarding availability of sanitary facilities for use by employees and the public.
- 4. Information demonstrating accessibility of the proposed location by emergency service vehicles or personnel.
- 5. Information regarding use of electrical power sources, and any systems that will be modified to accommodate the use, such as electrical, heating and plumbing systems.
- 6. An assessment of the effect of the proposed use on existing parking, maneuvering lanes, drives, street access and customer access to the primary use located on the site.
- 7. An assessment of the effect, if any, of the proposed use on adjoining and adjacent properties.
- 8. A description of trash disposal associated with the proposed use.
- 9. Information as to the planned hours of operation, number of employees and description of staffing for the temporary use, and the hours of operation of the existing uses on the site.
- 10. Information regarding any signage associated with the temporary use, including sign dimensions, height, associated structures and location in relationship to property lines and other features and the subject property.

The undersigned has assembled and included the above information for submission with this application, and by signing below the applicant indicates that he/she hereby agrees to operate the temporary sales event in accordance with the requirements of the City, and with any conditions place on the permit as a condition of approval.

Applicant signature	Date
By signing below, the property owner acknowledg described.	ges the information submitted and grants their approval for the use as
Property owner signature	Date
PLANNING DEPARTMENT APPROVAL	DATE