

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 acknowledges the information submitted and grants their approval for the use as described.

Property owner signature

Date

PLANNING DEPARTMENT APPROVAL	DATE
_____	_____