



Permit Fee - \$25
Non-Profit - \$0

APPLICATION TO AUTHORIZE A SEASONAL MERCHANT OR TEMPORARY USE

It is the intent of Section 17.060.220 of the Collinsville Municipal Code of Ordinances to permit limited seasonal sales of food, produce, and other seasonal items offered on a temporary basis; permit limited temporary uses that are associated with and accessory to the primary use of the property and are in place for only short periods of time and require no permanent structures; maintain neighborhood character by limiting the location and extent of seasonal sales of food, produce, and other seasonal items offered on a temporary basis as authorized by this section; protect the rights of private property owners and businesses; and protect the health, safety and general welfare of the general and traveling public.

I. APPLICATION TYPE

Check (v) one:

- | | |
|--|---|
| <input type="checkbox"/> Sidewalk/Parking lot sales and grand opening events | <input type="checkbox"/> Contractor's office |
| <input type="checkbox"/> Christmas tree, pumpkin, or plant sales | <input type="checkbox"/> Real estate office |
| <input type="checkbox"/> Mobile food vehicles, trailers, or carts | <input type="checkbox"/> Private event |
| <input type="checkbox"/> Seasonal produce or food vehicles, trailers, or carts | <input type="checkbox"/> Carnivals and circuses |
| <input type="checkbox"/> Temporary Outdoor Dining for Restaurants | |

II. APPLICANT/BUSINESS INFORMATION

Business Name: _____

Proposed Street Address: _____

Permanent Street Address: _____

City: _____ **State:** _____ **Zip:** _____

Primary Contact Name: _____ **Telephone:** _____

Street Address _____ **Email:** _____
(If different from above)

I hereby certify that the above information and accompanying documents are true and accurate to the best of my knowledge and acknowledge that the processing of this application may require additional fees for the reimbursement of costs incurred by the City for consultation with engineers, attorneys, or other professionals related to plan review. APPLICATION WILL NOT BE ACCEPTED WITHOUT SIGNATURE OF LEGAL OWNER OR AUTHORIZED APPLICANT/AGENT.

Signature: _____ **Print Name:** _____

III. REVIEW AND APPROVAL

SUBMITTAL REQUIREMENTS FOR SEASONAL MERCHANT OR TEMPORARY USES (INCLUDING OUTDOOR DINING)

The location and extent of seasonal merchants or temporary uses shall be subject to the review and approval of the Community Development Director on an annual basis, based upon the submittal and review of the following:

- A. A written narrative (Max. 2 pages) describing the proposed seasonal merchant or temporary use, to include the type of business, what is being sold, opening/closing dates, hours of operation, satisfaction of use-specific requirements, etc.
- B. Written permission from the property owner, and primary business there located, has been granted.
- C. A simplified site plan or aerial photograph delineating, at minimum, the following information:
 1. All property lines.
 2. Limits and size of the area being occupied by the seasonal sales or temporary use.
 3. Number of parking stalls for the entire site.
 4. Number of parking stalls being used by the seasonal sales or temporary use.
 5. Number of parking stalls remaining available to the primary user of the property.
 6. Location, size, dimensions and renderings of all proposed signage and appurtenances, including, but not limited to, tents, canopies, trailers, inflatable devices, tables, chairs, and awnings.
 7. Color elevations and renderings or photographs including all relevant dimensions of the temporary structure, tent, canopy, cart or trailer.
 8. Utility plan indicating how utilities will be supplied to the site.
 9. Duration and operational plan for the proposed seasonal or temporary use including, but not limited to, start and end date of the seasonal use as well as the operating days of the week and hours of the day.
 10. Copy of relevant licenses, permits, and certifications for the requested seasonal or temporary use, including, but not limited to, the approved county health department license.
 11. Copy of manufacturer documentation and/or calculations demonstrating the anchoring system to be utilized to demonstrate safety of tents, canopies, inflatable devices, or other structures or devices; and that such device does not wave, flutter or move back and forth or up and down.

AUTHORIZATION OF SEASONAL MERCHANT OR TEMPORARY USE PERMITS

In determining the appropriateness, the Community Development Director shall consider the following:

- A. Satisfaction of all use-specific requirements contained in 17.060.220 of the Collinsville Municipal Code of Ordinances.
- B. Sufficient on-site parking to accommodate both the primary use and the seasonal merchant or temporary use.
- C. Sufficient on-site circulation for both vehicles and pedestrians as related to both the primary use and the seasonal merchant or temporary use.
- D. Potential adverse impacts on the public right-of-way and/or adjoining properties.
- E. Overall safety of the site, including location of tables, chairs and appurtenances as they relate to the safety of customers and other site users.
- F. The Community Development Director reserves the right to deny application when an applicant has demonstrated substantial failure in meeting the performance standards associated with the application or other similar applications.

REVOCAION OF SEASONAL MERCHANT OR TEMPORARY USE PERMITS

The Director of Community Development may revoke a permit granted for a Seasonal Merchant or Temporary Use under the following conditions:

- A. The permit was obtained by fraud or misrepresentation; or
- B. Signs, tents, canopies, inflatable devices, or other temporary structures are not being maintained in good condition and repair; or
- C. When the safety or general welfare of the community is determined to be at risk by the Chief of Police, City Engineer, or Fire Chief.