



**City of Albertville**  
 5959 Main Ave, P.O. Box 9  
 Albertville, MN 55301-0009  
 Phone: 763-497-3384 Fax: 763-497-3210

License No. \_\_\_\_\_

Date Received \_\_\_\_\_

**TEMPORARY OUTDOOR SEASONAL SALES APPLICATION**

Please print or type all information. Complete all applicable items. **Property Owners Approval is required for Temporary Outdoor Seasonal Sales Permits by signature below or letter of approval submitted with application.**

*Temporary Outdoor Seasonal Sales Application:*      *Permit Fee: \$50.00*      *Check No./Cash* \_\_\_\_\_

\_\_\_\_\_  
 Applicant's Name

\_\_\_\_\_  
 Applicant's Address

\_\_\_\_\_  
 Applicant's Contact Phone Number(s) (Day and or Evening)

\_\_\_\_\_  
 Property Owner's Name

\_\_\_\_\_  
**Owners Signature \* Required**

\_\_\_\_\_  
 Street Address

\_\_\_\_\_  
 Phone Number

\_\_\_\_\_  
 City

\_\_\_\_\_  
 State

\_\_\_\_\_  
 Zip Code

**Please Note: Applicant must include a site plan of your property and indicate location of stand on site as well as the submission information of this application.**

\_\_\_\_\_  
 Temporary Seasonal Sales Group Name

\_\_\_\_\_  
 Temporary Seasonal Sales Group Address

\_\_\_\_\_  
 Temporary Seasonal Sales Group Contact Phone Number(s) (Day and or Evening)

\_\_\_\_\_  
 Type of Request (vegetable stand, flowers, Christmas trees, fireworks, etc.)

\_\_\_\_\_  
 Length of Time/Hours of Operation  
 \* Maximum of 60 consecutive days

\_\_\_\_\_  
 Property Address where sales will take place.

**Must include site plan and indicate location of stand on site as well as the submission information of this application.**

**By signing this application, I declare that I have read the 2005 Albertville Municipal City Code section pertaining to General Building and Performance Requirements to All Temporary Outdoor Seasonal Sales within Business Zoning Districts, and that all of the information provided to the City of Albertville on the application, or as a part thereof, is true and accurate to the best of my knowledge.**

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 City Official Signature

\_\_\_\_\_  
 Date

## CHECKLIST

<b>PROCEDURES</b>		<b>Compliance</b>	
		<b>YES</b>	<b>NO</b>
1.	Review Section 1000.22 of the Albertville Zoning Ordinance		
2.	Meet with City Staff/Planner to discuss proposal. DATE:		
3.	Application filed concurrently with submission requirements as set forth below.		
4.	Application filed concurrently with application fee. DATE:		
<b>SUBMITTAL REQUIREMENTS</b>			
1.	Written permission of the current property owner to locate the use on a specific site		
2.	Dates and Times of the operation.		
3.	A site plan that shows the following:		
a.	A detailed overview of the entire property and the location of the stand.		
b.	That no portion of the use shall take place within any public right of way or landscaped green strip.		
c.	That all parking and display areas associated with the temporary use shall not distract or interfere with existing business operations or traffic circulation patterns on the site.		
d.	The required parking for the primary use of the property; size of the principal building; required parking; and parking stalls lost due to the seasonal sales.		
e.	That all sales products, trailers, temporary stands, etc., shall be located on an asphalt or concrete surface.		
f.	The methods of physical delineating of the seasonal sales area on the site.		
g.	All trash receptacles and equipment and daily cleanup program.		
	Temporary outdoor seasonal sales uses (with a valid administrative permit) may have one on site temporary sign not to exceed twenty four (24) square feet in area and not more than twelve feet (12') in height		

## 1000.22: TEMPORARY OUTDOOR SEASONAL SALES:

Temporary outdoor seasonal sales may be permitted in any business zoning district; provided, that the following minimum criteria are complied with: A permit application form and fee, as set by council resolution, shall be submitted to the city administrator who is hereby authorized to review and approve permits for temporary outdoor seasonal sales, provided the following criteria are established:

- A. The maximum term of operation shall be sixty (60) consecutive days, with a maximum of two (2) permits per calendar year for each use.
- B. No portion of the use shall take place within any public right of way or landscaped green strip.
- C. Parking and display areas associated with the use shall not distract or interfere with existing business operations or traffic circulation patterns.
- D. Display areas and parking spaces shall use those parking lot spaces that are in excess of the minimum required parking for the primary use of that property.
- E. The site shall be kept in a neat and orderly manner, and display of items shall be as compact as possible so as to not interfere with existing business, parking or driveway operations.
- F. Sales products, trailers, temporary stands, etc., shall be located on an asphalt or concrete surface as approved in the administrative permit.
- G. Temporary outdoor seasonal sales uses (with a valid administrative permit) may have one on site temporary sign not to exceed twenty-four (24) square feet in area and not more than twelve feet (12') in height.
- H. The owner/operator shall have the written permission of the current property owner to locate the use on a specific site.
- I. A daily cleanup program shall be presented as part of the administrative permit application.
- J. Those temporary outdoor seasonal sales uses that are determined by the city administrator not to be consistent with the intent of the city code or comprehensive plan may be appealed pursuant to the process outlined in chapter 600 of this ordinance. (Ord. 1988-12, 12-19-1988; amd. Ord. 1999-8, 10-19-1999; Ord. 2010-002, 7-19-2010)