



*East Bethel Community Development*  
 2241 221st Ave. NE • East Bethel, MN 55011  
 Phone: (763) 367-7844 • Fax: (763) 434-9578

## TEMPORARY/SEASONAL OUTDOOR SALES PERMIT AND/OR CERTIFICATE OF COMPLIANCE

APPLICANT IS REQUIRED TO MEET WITH CITY STAFF **PRIOR** TO SUBMITTAL OF THIS APPLICATION

**APPLICATION FEE: \$150**

NAME OF COMPANY (IF APPLICABLE): \_\_\_\_\_

ADDRESS OF SALE: \_\_\_\_\_ PRESENT ZONING: \_\_\_\_\_

LOCATION PID: \_\_\_\_\_ LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_ SUBDIVISION: \_\_\_\_\_

DURATION/DATES OF SALE: \_\_\_\_\_ HOURS OF OPERATION: \_\_\_\_\_

ITEMS TO BE SOLD: \_\_\_\_\_

TYPE OF STRUCTURE TO BE USED: \_\_\_\_\_ SIZE OF STRUCTURE: \_\_\_\_\_

WILL THE STRUCTURE BE PUT ON A BITUMINOUS SURFACE SUCH AS CONCRETE OR ASPHALT: \_\_\_\_\_

SIZE OF BITUMINOUS SURFACE/PARKING LOT: \_\_\_\_\_

WHAT % OF THE BITUMINOUS SURFACE/PARKING LOT WILL BE OCCUPIED BY THE TEMP SALES: \_\_\_\_\_

TYPE AND SIZE OF SIGN BEING USED (1 PERMITTED): \_\_\_\_\_

IS FOOD BEING SOLD: \_\_\_\_\_ HAS STATE/COUNTY PERMITS BEEN OBTAINED: \_\_\_\_\_

**PROPERTY OWNER:**

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**APPLICANT:**

SAME AS PROPERTY OWNER

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_

I FULLY UNDERSTAND THAT I MUST MEET WITH CITY STAFF TO REVIEW ALL SUBMISSION REQUIREMENTS AND CONDITIONS PRIOR TO OFFICIAL SUBMISSION, AND THAT ALL OF THE REQUIRED INFORMATION MUST BE SUBMITTED AT LEAST THIRTY (30) DAYS PRIOR TO THE PLANNING/ZONING COMMISSION AND CITY COUNCIL SCHEDULED MEETING DATES TO ENSURE REVIEW BY CITY STAFF.

\_\_\_\_\_  
PROPERTY OWNER SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

**OFFICE USE ONLY**

DATE SUBMITTED: \_\_\_\_\_

TOTAL FEE PAID: \_\_\_\_\_

60 DAYS: \_\_\_\_\_

120 DAYS: \_\_\_\_\_

SL    PF    LU

## Seasonal Business Site Plan

This form must be submitted with your application.

- |  |  |
|--|--|
| <input type="checkbox"/> Adjacent streets  | <input type="checkbox"/> Location of trash containers                                  |
| <input type="checkbox"/> Location of exits/entrances from the street(s)                                      | <input type="checkbox"/> Location of the sign  |
| <input type="checkbox"/> Location of the temporary structure on the property in relation to other structures | <input type="checkbox"/> Location of parking locations                                 |
| <input type="checkbox"/> Dimensions of the temporary structure   | <input type="checkbox"/> Location of the public right-of-way                           |
| <input type="checkbox"/> Distance of the temporary structure from the curb                                   | <input type="checkbox"/> Location of bituminous or concrete surfaces                   |
| <input type="checkbox"/> The material the temporary structure will be constructed of                         | <input type="checkbox"/> Location of any electrical hook-ups if any are to be utilized |
| <input type="checkbox"/> Location of the septic system   | <input type="checkbox"/> Location of property lines                                    |



## Certificate of Compliance, Section 04.4

- A. *Purpose.* The purpose of the Certificate of Compliance provisions of this section is to authorize and regulate uses in zoning districts that require a Certificate of Compliance.
- B. *Application.* Whenever this ordinance requires a Certificate of Compliance as specified for a particular use or within a specific zoning district, a written application shall be filed with the City. The application shall be accompanied by development plans for the proposed use showing such information as may be reasonably required by the City.
- C. *Compliance.* The use shall conform to the regulations specified in this ordinance.
- D. *Issuance and Conditions.* If the City determines that the use is in compliance with the conditions contained in this ordinance, the City shall issue the certificate. Conditions required by this ordinance shall be applied to issuance of the Certificate of Compliance, and a periodic review of the certificate and proposed use may be required.
- E. *Record of Certificates of Compliance.* The City shall maintain a record of all Certificates of Compliance issued including information on the use, location, and conditions imposed as part of the permit such as time limits, review dates, and such other information as may be appropriate.
- F. *Appeals to Denial of Certificates of Compliance.* If the request for a Certificate of Compliance is denied, if conditions are imposed, or if revoked, the Applicant may appeal the decision pursuant to Section 02. Responsibilities, Enforcement, and Appeals. The procedures to be followed in presenting the appeal shall be the same as those followed for an appeal of any administrative decision made by the City.
- G. *Expiration of Certificates of Compliance.* A Certificate of Compliance shall expire and be considered null and void one (1) year after it has been issued if the use has not been established.
- H. *Revocation.* A violation of any condition set forth in a Certificate of Compliance shall be a violation of this section; failure to correct said violation within thirty (30) days of written notice from the City shall terminate the Certificate of Compliance unless an appeal is filed pursuant to Section 02. Responsibilities, Enforcements, and Appeals.

## Temporary/Seasonal Sales, Section 10.36

- A. Temporary/seasonal sales shall require approval of a Certificate of Compliance and a license from the City (if applicable) to operate. The Certificate of Compliance shall not exceed seventy-five (75) days.
- B. Approval of the local Fire Marshal is required.
- C. Sales area may operate between the hours of 7:00 a.m. and 9:00 p.m.
- D. A site plan shall be provided illustrating that the location of the temporary-seasonal sales facility meets all required parking lot setbacks, unless otherwise determine by the City.
- E. A temporary/seasonal sales area must be located in a commercial district. It may not be placed in the public right-of-way, nor shall it impair traffic visibility.
- F. Temporary structures placed on the property for such sales must be removed at the end of the selling season. The size of the temporary structure shall not exceed 100 square feet.
- G. Must be placed on a bituminous or concrete surface.

- H. Parking shall be available to those purchasing goods from the temporary/seasonal sales area.
- I. Temporary/seasonal sales facilities may not be permanently connected to permanent facilities including electric, gas, sewer, water, and telephone.
- J. One (1) temporary banner not exceeding seventy-five (75) square feet may be used in conjunction with the temporary/seasonal sales operation and will be considered special event signage for the principal use and/or property owner hosting the temporary/seasonal sales area.
- K. Trash containers shall be provided on site for debris.
- L. All waste from the operation shall be properly disposed of.
- M. Temporary/seasonal sales may occur 120 days during a calendar year on a specific property of a business or businesses.
- N. Copies of all applicable permits from the state and county shall be provided to the City.
- O. The owner of the property on which the sales facility is placed shall not be in violation of any code or ordinance or have unpaid taxes or utility bills.
- P. The City reserves the right under this Chapter to shut down a temporary/seasonal sales operation even after the granting of approval if the operation is posing safety concerns, has become a nuisance, or has violated any requirement of this section.
- Q. Area shall occupy no more than ten (10) percent of parking spaces. Parking lot must be a minimum of 1,000 square feet in which the temporary sales stand is located.

STAFF CONDITIONS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

CERTIFICATE OF COMPLIANCE IS VALID FOR 1 YEAR AFTER APPROVAL, UNLESS STAFF CONDITIONS STATE OTHERWISE.

\_\_\_\_\_  
 ZONING APPROVAL SIGNATURE

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 FIIIRE CHIEF APPROVAL SIGNATURE

\_\_\_\_\_  
 DATE