



APPLICATION FOR TEMPORARY OUTDOOR SALES and/or SEASONAL EVENT PERMIT

(Refer to Sections 240-14 and 280-12 of the Unified Development Ordinance)

1. **Date of Submittal to the City** _____ **Received by:** _____

Incomplete applications will not be accepted. Upon proper application submission, the City Manager shall have 7 days to make a decision on the permit issuance, unless a building permit is required. If a building permit is required, the City Manager shall have 14 days to make a decision.

2. **Applicant Name:** _____ **Phone:** _____

Is applicant the owner of the property? _____ If not, attach written authorization of the property owner. Is this authorization attached to the application? _____

3. **Type of Permit Requested:**

_____ **Temporary Outdoor Sales**

- Mobile Food Unit (See Sec. 240-14(b) for regulations).
 - Outdoor Sales Display for existing business - See Sec. 240-13(b)(4).
 - Fundraising Sales Event
 - Regularly Scheduled Market (such as farmers' markets or artist market) with a scheduled calendar as submitted for approval by the City Manager.
- Is calendar attached? _____ (See Sec. 240-14(a) for regulations).

_____ **Seasonal Activity**

- Health Fair
- Carnival
- Holiday Fairs
- Other seasonal activity of community interest as described below:

4. **Dates of Event:** _____

Note: Seasonal Activities Permits are limited to a maximum of four times a year and shall not be permitted for more than 3 consecutive days.

Temporary Outdoor Sales Permits are limited to a maximum of four times a year and shall not be permitted for more than 14 consecutive days.

Regular Scheduled Markets shall not be permitted for more than 90 days in a calendar year.

5. **Hours of Event:** _____ All activities incidental to temporary outdoor sales shall be limited to daylight hours only. All displays and equipment incidental to temporary outdoor sales shall be removed nightly. Will the applicant comply with these requirements? _____

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6. **Location of Event:** _____

This event must be located at least 300 feet from any property zoned NR-1, NR-2 or NR-3 and can only be permitted on lots that have adjacent hard surface parking with a curb cut. Does this location meet these requirements? _____

7. **Expected Number of Attendees and Participants:** _____

8. **Building & Food Permits/Inspections** - Will any tents, arbors, stages, grandstands, carnival rides or other temporary facilities be constructed or erected as part of this event? _____ If so, permits and inspections must be obtained by the City's building official. A Labor Certificate from the State of Georgia will be required for any carnival rides. Will any food be sold as part of this event? _____ If so, approval must be obtained from the DeKalb County Board of Health. Failure to provide proof of proper permits at least 48 hours prior to the event will result in the revocation of any approval by the City Manager.

9. **Site Plan** - A plat (to-scale drawing indicating boundary) of the site that indicates parking and location of associated activities and/or structures must be provided with this application. The plan must also include a description structures and the hours of operation. Is this site plan attached to this application?

10. **Solicitation** - No operator, employee or representative of the event shall solicit directly to the motoring public. Does the applicant understand this restriction? _____

11. **Aesthetic Standards for Outdoor Sales** – Does the applicant understand and agree to follow the aesthetic standards listed below? _____

- A. Vending structures must be removed from the open vending site when the vendor is not doing business and during restricted hours of operation;
- B. Vending structures must be in good repair at all times;
- C. If signage is allowed by the organizer, signage displayed by each vendor shall not exceed an aggregate 32 feet square within the confines of the vendor's display area. In addition, no single sign may exceed 24 square feet, and at no time shall there be more than three signs in a vendor's display area.
- D. A description of the structure and the hours of operation shall be included in an approved site plan for the event.
- E. Vendors shall be responsible for refuse and debris clean up and property maintenance requirements shall be strictly adhered and enforced by City code enforcement.
- F. No operator, employee or representative shall solicit directly to the motoring public;
- G. Signs: Event organizers shall be permitted to display signage on the market site not exceeding one sign of 32 square feet placed on secure mounting outside the public right of way and not obscuring the sight triangle required in Section 230-15. Signage may be installed on the site up to 24 hours prior to the next date of market's opening and must be removed no later than two hours after the closing of the market on the same date.

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12. Mobile Food Unit. Does the applicant understand the requirements listed below for farmers' markets? _____

- A. Mobile food units are required to own a commissary (base of operation) and provide that information to the City in order to receive a permit.
- B. Mobile food units are required to obtain and maintain a permit from the DeKalb County Board of Health- Division of Environmental Health and to abide by their regulations for operation. Mobile food units must display such permit on demand by the City.
- C. Mobile food units may only be located on a lot containing a principal building or use.
- D. The number of mobile food units allowed per site is limited as follows:
 - 1) A maximum of one mobile food unit is allowed on sites with less than 20,000 square feet of land area.
 - 2) On sites with land area of 20,000 square feet or more, one mobile food unit is allowed per 20,000 square feet of land area or fraction thereof.
 - 3) A site may consist of one lot or a combination of contiguous lots.
- E. Mobile food units must be located at least 100 feet from the main entrance of any eating or drinking establishment and at least 100 feet from any outdoor dining area serving a non-mobile food unit eating or drinking establishment.
- F. Mobile food units may not obstruct pedestrian, bicycle or vehicle circulation routes, and must be set back at least five feet from the edge of any driveway or public sidewalk and at least 15 feet from fire hydrants.
- G. Mobile food units and any associated seating areas may not occupy parking spaces provided to meet the minimum parking requirements of the principal use, unless the principal use's hours of operation do not coincide with those of the mobile food unit business. Mobile food units may not occupy any parking spaces reserved for persons with disabilities.
- H. Power sources must meet applicable local and state electric codes.
- I. Ventilation hoods require inspection and approval of the DeKalb County Fire Marshal.
- J. No freestanding signs or audio amplification are allowed as part of the mobile food unit's operation.
- K. Hours of operation of mobile food units are limited to the hours between 6:00 AM and 11:00 PM
- L. Mobile food units and associated outdoor seating must be removed from all permitted locations when not in operation.
- M. Operators are responsible for ensuring that all waste is disposed of in accordance with City regulations and for maintaining all areas used for food vending and customer activity in a safe and clean condition.

13. Farmers' Market. Does the applicant understand the additional requirements listed below for farmers' markets? _____

- A. Participation in the farmers market is limited to vendors in compliance with all applicable local, county, state and federal laws;

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- B. Farmers, or their authorized agents, or persons growing their own produce, or producing their own farm products may sell or offer to sell any produce or farm products at locations approved by the City. Accurate information regarding the origin of all farm products offered for sale must be made available to market customers. The City of Chamblee encourages the sale of locally and regionally produced farm products.
- C. Nothing in this section shall be construed to prohibit farmers from delivering the produce, fruits or vegetables they grow to customers within the city, provided orders are placed in advance. However, the peddling of the produce, fruits or vegetables in locations other than as approved by special or temporary permit by the City is prohibited.
- D. The applicant shall provide a reasonable plan for traffic control and parking and adequate evidence that said plan will be implemented.
- E. Accessible restrooms for both sexes shall be located within 500 feet of the farmers market site and on the same side of the street.
- F. All display items shall be removed from the farmers market site at the end of every day.
- G. Any display or sale of items shall be conducted during daylight hours.

14. Applicant's Statement and Signature: I have read and understand the requirements listed in this application. I understand that if I have failed to answer questions or if I have failed to submit any of the required documents, my application for a permit shall be automatically denied. I also understand that the city does not currently have an ordinance that will allow me to sell alcohol at the requested event.

Signature: _____ Date: _____

City Manager's Decision: The City Manager has the authority to grant a permit upon determination that the event:

- Will not cause substantial detriment to the public good;
- Will not interfere with another event for with a permit has already been issued;
- Will not negatively affect the safety and welfare of pedestrian and vehicular traffic; and
- Will not impair the purposes or intent of the zoning ordinance.

After review of this application, the permit requested is hereby:

- Approved
- Denied for the following reason(s): _____

Signature: _____ Date: _____

Jon Walker, City Administrator