

SEASONAL SALES INFORMATIONAL HANDOUT AND PERMIT APPLICATION

City Code Section 11.36 (Highway Business (B1) Zone) allows the temporary, seasonal sales of farm produced items such as fruits, vegetables, and Christmas trees with prior review and written approval from the Zoning Administrator or designee.

Approval of seasonal sales shall be subject to the following conditions:

1. Only 2 permits shall be allowed per year, per site. These permits shall not be issued within 3 months of each other if issued to the same organization/user;
2. Property owner's signature is required;
3. Operation of the seasonal sale shall not exceed 90 calendar days in length;
4. The seasonal sales use must meet parking setbacks established by City Code;
5. Seasonal sales use cannot inhabit any parking spaces required to meet the needs of the primary use on site;
6. Shall provide one off-street customer parking space for each 250 sq. ft. of seasonal sales display area;
7. Shall submit a scalable drawing of the proposed site showing the dimensions of the area to be used for seasonal sales, the proximity to buildings, parking lots, right-of-way or other such area, a description of any structure, implement, stand, display, prop or other such items intended to be used for the sale of the seasonal items;
8. Signage is not approved as part of the seasonal sales permit. All signage must comply with the sign regulations of the Zoning Ordinance;
9. Application for Seasonal Sales Permit shall be made not less than 10 business days prior to the date(s) for which the activity is scheduled and no more than 90 days prior to the proposed commencement of activity;
10. If the applicant is aggrieved by the decision made by City staff, they may file an appeal to the BOAA of staff's determination within 10 days of staff's decision. Furthermore, if the applicant is aggrieved by the decision of the BOAA, within 10 days of the BOAA decision, an appeal may be filed with the City Council. The City Council's determination shall be final. The appeal shall be in accordance with the approved procedures and fees adopted by the City Council;
11. Staff may waive the fee for a seasonal sales permit application where the entire proceeds from the operation are given to charity or used for charitable purposes or are a fundraising effort for non-profits groups. Documentation of non-profit status shall be provided to the City prior to the approval of a fee waiver.
12. Seasonal Sales permits shall require annual review. Approvals are not carried from year to year.
13. Shall not impair traffic visibility and should not be located in the r-o-w or the sight triangle, as calculated by the City Code;
14. The seasonal sales use shall not impair the normal, safe, and effective operation of the permanent use on the same site
15. The City reserves the right under this Chapter to shutdown a temporary/seasonal sales operation even after the granting of an approval if the operation is posing safety concerns, has become a nuisance or has violated any requirement of this section or other provision of City Code;

APPLICATION FOR SEASONAL SALES

**City of Shakopee
129 Holmes Street South
Shakopee, MN 55379
(952) 233-9300**

APPLICANT TO COMPLETE NUMBERED SPACES ONLY

S.S.P. No. _____

1. APPLICANT _____
NAME
ADDRESS
PHONE NUMBER

2. PROPERTY OWNER _____

3. PROJECT ADDRESS _____

4. PROPERTY I.D. No. _____

5. LEGAL DESCRIPTION _____
LOT
BLOCK
ADDITION

6. USE OF STRUCTURE _____

7. PLEASE ATTACH A NARRATIVE INCLUDING THE FOLLOWING INFORMATION:

- A. PROPOSED HOURS OF OPERATION
- B. PROPOSED START AND END DATES OF OPERATION
- C. SHALL SUBMIT A SCALABLE DRAWING OF THE PROPOSED SITE SHOWING THE DIMENSIONS OF THE AREA TO BE USED FOR SEASONAL SALES, THE PROXIMITY TO BUILDINGS, PARKING LOTS, RIGHT-OF-WAY OR OTHER SUCH AREA, A DESCRIPTION OF ANY STRUCTURE, IMPLEMENT, STAND, DISPLAY, PROP OR OTHER SUCH ITEMS INTENDED TO BE USED FOR THE SALE OF THE SEASONAL ITEMS;
- D. ANY OTHER INFORMATION NEEDED TO ADDRESS CONDITIONS OF APPROVAL NOTED ON PAGE 1;
- E. INFORMATION NEEDED TO DETERMINE PARKING REQUIREMENTS FOR THE PRIMARY USE OF THE SITE (MAY BE BUILDING SQUARE FOOTAGE, # OF EMPLOYEES, # OF SEATS, ETC.)
- F. OTHER INFORMATION AS REQUIRED BY STAFF.

11. SIGNATURE OF APPLICANT _____ DATE _____

12. SIGNATURE OF PROPERTY OWNER _____ DATE _____

SPACE BELOW FOR OFFICIAL USE ONLY

TOTAL PARKING REQUIRED BY PRIMARY USE	APPLICATION FEE \$50.00	RECEIPT NO.	<u>COMMENTS</u>
<u>APPLICATION APPROVAL</u>			
_____ COMMUNITY DEVELOPMENT DEPT.		_____ DATE	
_____ PUBLIC SAFETY OFFICIAL		_____ DATE	