

Temporary/Seasonal Outdoor Sales Application

City of Elko New Market

601 Main Street, PO Box 99
Elko New Market, MN 55020
(952) 461-2777

Name (First, Middle Initial, Last)	Telephone Home: Work/Cell:
Address (Street, City, State, ZIP)	
Location of Project	Zoning
Type of Conditional Use	
Permit Fee: \$50.00 Fee	
Required Application Materials	
Two (2) sets of materials with the following information in sufficient detail: <ul style="list-style-type: none"> A written request describing in detail the proposed use. Information identified in Attachment A. Any other information required by the Zoning Administrator to accurately review the application. 	
The undersigned certifies that they are familiar with the procedural requirements of Chapter 3 of the Zoning Ordinance, application fees and other applicable ordinances. The undersigned also acknowledges that that they are responsible for all applicable fees and expenses related to the processing of the application, including, but not limited to application fee and consulting fees.	
Applicant's Signature:	Date
Fee Owner's Signature:	Date

For Office Use Only		
Accepted By:	Date	
Fee Received By:	Amount	Date

Attachment A

The following information is required and shall be submitted unless waived by the Zoning Administrator.

1. A concise statement describing the proposed use, event or activity, including the purpose, type of merchandise involved, dates and times of operation, number of employees involved, provisions for on-site security, provisions for on-site parking, and other pertinent information required by the Zoning Administrator to fully evaluate the application.
2. A copy of the approved site plan for the property or an "as-built" survey which accurately represents existing conditions on the site, including entrances and exits, bona fide parking and driving areas, and which accurately indicates any proposed temporary structures, including tents, stands, and signs.
3. An accurate floor plan, when in the judgment of the Zoning Administrator, such a plan is necessary to properly evaluate the location of the event and the effectiveness of available entrances and exits.
4. Certification of current sales tax number as issued by the State, if applicable.
5. Information identified in Section 8-3-7.F of the Zoning Ordinance, as may be applicable.