

APPLICATION FOR SEASONAL MERCHANT & SEASONAL OUTDOOR SALES MERCHANT

THE PROCESS:

A completed application for a Seasonal Merchant or Seasonal Outdoor Sales Merchant and all required materials shall be submitted to the Planning Department, no less than two (2) weeks before the start of business. Incomplete applications or inaccurate information will delay or prevent processing and review.

1. Planning Department Staff will complete review of the application. Seasonal Merchant and Seasonal Outdoor Sales Merchant Permit reviews are performed within three (3) to seven (7) business days.
2. If the application is complete and in compliance with the Town of Fuquay-Varina Code of Ordinances, Part 6, Chapter 1, Article D, Section 6-1049, staff will contact the applicant and issue a permit which can be picked up at Town Hall. Seasonal Outdoor Sales Merchants must also comply with the Town of Fuquay-Varina Code of Ordinances, Part 9 LDO, Article F, Section 9-1255 y. (14).
3. The permit fee of \$25.00 is due at the time the permit is issued. The Seasonal Merchant permit is good for no more than 30 consecutive days per calendar year. Seasonal Outdoor Sales Merchant permits are good for no more than 120 days per calendar year. **Permits must be obtained, and all fees paid before operation of any business.**
4. Please note: The maximum time the designated area can be used by the Seasonal Merchant & Seasonal Outdoor Sale Merchant cannot exceed the permit time including set up and take down.

INSPECTIONS REQUIRED:

- Fire inspection, if applicable
- Temporary structure inspection, if applicable
- Site inspection, if applicable

SUBMITTAL CHECKLIST:

- Submit one (1) application for each Seasonal Merchant & Seasonal Outdoor Sales event
- Description of Seasonal Merchant & Seasonal Outdoor Sales Merchant display with drawing to scale and copy of survey or verification of property boundaries if applicable
- Written permission of property owner if applicable
- Appropriate sections completed below
- \$25 Seasonal Merchant or Seasonal Outdoor Sale Merchant permit fee
- Additional required submittal details as required

APPLICATION FOR SEASONAL MERCHANT & SEASONAL OUTDOOR SALES MERCHANT

APPLICANT INFORMATION:

Business Name: _____

Business Owner: _____

Business Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Business Website (If Applicable): _____

Owner's Signature _____

Date _____

SECTION A: ALL SEASONAL MERCHANTS AND SEASONAL OUTDOOR SALES MERCHANTS

Brief Description of Proposed Seasonal / Outdoor Sales Merchant: _____

Is the business to be held on property owned by the merchant?

Yes No (If no, written permission from the property owner must be obtained)

Proposed Location of Business: _____

Proposed Location Zoning: _____

Will the sale be located in a parking lot? (Sale shall not impede vehicular or foot traffic and shall not occupy designated parking spaces)

Yes No

Will the Business use any signage? (All signs must comply to the Town's sign regulations)

Yes No

SECTION B: SEASONAL MERCHANTS ONLY (Including, but not limited to, firework sales and Christmas tree sales)

Has the Merchant had any other sales in the past calendar year?

Yes No

How long will the seasonal sale last? (30-day maximum including set-up and take down): _____

Proposed Dates of Operation: _____

Proposed Days & Hours of Operation: _____

Will there be a temporary structure associated with the business? (Temporary structures must be approved and inspected prior to operation)

Yes No

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SECTION C: SEASONAL OUTDOOR SALES MERCHANTS ONLY (Lawn and Garden Supplies)

Does the area designated for display consist of a different surface than that of the parking lot or is the boundary marked with a different color?

Yes No

Does the area designated for display have a perimeter fence?

Yes No

How long will the seasonal sale last? (120-day maximum including set-up and take down): _____

Proposed Dates of Operation: _____

Proposed Days & Hours of Operation: _____

Will there be a temporary structure associated with the business? (Temporary structures must be approved and inspected prior to operation)

Yes No

ACKNOWLEDGMENT OF RECEIPT:

I/We, _____ am/are the owner(s)/manager(s) of the business named above for which this permit application has been filed.

I/We, _____ have read all applicable sections of the Town of Fuquay-Varina Code of Ordinances which govern the operation of Seasonal Merchants and Seasonal Outdoor Sales Merchants within the Town of Fuquay-Varina. I/We agree to obey all location, operation, separation, requirements and conditions established for Seasonal Merchants and Seasonal Outdoor Sales Merchants in the Town of Fuquay-Varina Code of Ordinances. Furthermore, by signing this application we acknowledge receipt of a copy of these standards.

Signature

Date

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PROPERTY OWNER AUTHORIZATION:

The following information shall be provided and approved by the Town prior to operation for each location the Seasonal Merchant or Seasonal Outdoor Sales Merchant herein referenced proposes to locate. Town approval of this application shall not be construed to grant the Seasonal Merchant or Seasonal Outdoor Sales Merchant herein referenced permission to operate at any location other than the location listed below.

PROPERTY OWNER: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

WAKE COUNTY PIN: _____

ZONING DISTRICT: _____

EMAIL ADDRESS: _____ PHONE: _____

I/We, _____ am/are the owner(s) of the property where the itinerant merchant named above will operate.

PROPERTY OWNER'S SIGNATURE: _____ DATE: _____

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OUTDOOR SALES MERCHANT**

TOWN USE ONLY

Permit Approved by

Date

Seasonal Merchant / Seasonal Outdoor Sales Merchant Permit Fee (\$25 per event): \$ _____

Trade Permit Fee (\$40 per required trade): \$ _____

Total Permit Fee: \$ _____

TOWN OFFICE USE ONLY:

Tracking # _____

Rec'd By: _____