

**CITY OF EMILY**  
**OUTDOOR MARKET PERMIT APPLICATION**

**APPLICATION:**

- A. Applicant shall complete **Outdoor Market Permit Application** and submit to the Zoning Administrator.
- B. Application shall be accompanied by site plan drawing including location of booths, trash receptacles and ingress/egress points.
- C. \$75.00 fee will be collected at the time of application. Payment can be made by check or online. (Service fee applies for online payments)
- D. Outdoor Market Permits are valid for one calendar year from January 1 through December 31. All outdoor market permits expire on December 31 regardless of when they are issued
- E. All structures used for Outdoor Markets shall be temporary and must be removed on the same day of operation. Outdoor markets shall only operate up to two days per week; if market operates on consecutive days, structures may remain for the consecutive days.
- F. There shall be NO licensed commercial food vendors allowed at the outdoor market. (i.e., food trucks)
- G. Cottage Food Industry vendors are permitted.

**REVIEW:**

- A. The Zoning Administrator shall review the application for completeness and compliance with city ordinance. City staff will assign a reference number to application, plans, and any other attachments.
- B. Outdoor Market Permit will be submitted to Planning Commission for review during their regular monthly meeting.

**ACTION:**

In order to obtain an Outdoor Market Permit, the following steps must be completed.

- A. The City Zoning Administrator must review the application
- B. The City Clerk must verify all current city billings and ensure that the applicant is current on all payments.
- C. The Zoning Clerk must ensure that the permit fee has been collected.
- D. Any permit conditions, if needed, will be added by Planning Commission during the application review process.

**PLEASE NOTE:** The City has 60 days in which to review and decide on Outdoor Market application, although the city strives to process all applications as soon as possible. To avoid delays, applicants should allow themselves a minimum of 30 days for review and decision. Planning Commission meet the 1st Tuesday of each month at 6:00pm at City Hall.

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APP # _____
Date _____
Fee _____
Check # _____
(For office use only)

Name of Applicant \_\_\_\_\_

Phone \_\_\_\_\_

Event Location \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email: \_\_\_\_\_

Applicant is

Title Holder of Property: *(if not applicant)*

Legal Owner ( )

\_\_\_\_\_

(Name)

Representative of organization hosting  
event location ( )

\_\_\_\_\_

(Address)

Other \_\_\_\_\_

\_\_\_\_\_

(City, State, Zip)

Property Parcel ID (8 Digit # on Tax Statement) \_\_\_\_\_

Zoning District \_\_\_\_\_

State nature of request in detail: (What are you proposing to host at the Outdoor Market, hours, terms etc. Be as specific as possible.) If necessary, include separate sheet.

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Signature of Owner, authorizing application (required): \_\_\_\_\_

(By signing the owner is certifying that they have read and understood the instructions accompanying this application.)

Signature of Applicant (if different than owner): \_\_\_\_\_

(By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)

Approved by the Zoning Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

**CITY OF EMILY PLANNING AND ZONING OFFICE**

**OPEN MARKET PERMIT CHECKLIST**

\_\_\_\_\_ Completed application, site plan, and signature of property owner and applicant (if different from owner)

\_\_\_\_\_ Fee

\_\_\_\_\_ All current City charges paid

\_\_\_\_\_ No outstanding Violations

**CONTACT INFORMATION**

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