



Temporary Use and Vendor Stand Online Permit Submittal

A **Temporary Use Permit** is an open-air small business that is there for a limited time for the uses listed below.

Temporary Use	Duration	Extension
Agricultural Products	90 days	No
Carnivals, circuses and festivals	10 days	No
Christmas tree lots	30 days	15 days
Farmers market	120 days	30 days
Fireworks stands	30 days	No
Flea markets	60 days	No
Promotional events	30 days	15 days

The applicant may apply for an extension in accordance with the chart above. Once the permit has expired the applicant may not apply again until January 1st the following year.

A **Vendor Stand Permit** allows an open-air use that is operated year round which may be renewed annually and is limited to vendors who sell:

- Prepared food and beverages
- Agricultural products such as produce or hay

Vendor stands must be less than 1000 square feet in size and maintain 25 feet in distance between uses. Stands must leave the property each day by 10:00 p.m. and may not be returned until 5:00 a.m. the following day excluding weekends (defined as 10:00 p.m. on Friday through 5:00 a.m. the following Monday and national holidays). For further details and regulations for these uses please refer to the Municipal Code which can be found on the Town's website at <http://parkeronline.org>.

Please have the following documents ready to attach to the online permit. The review process requires **15 business days** and will not begin until all of the documents have been uploaded.

Submittal Requirements:

- Business name and address
- Property owner authorization for proposed location of temporary use/vendor stand
- Hours of operation
- Start and end dates
- Plot plan, or drawing of the property which includes existing and temporary structures, signage, road access, parking area and equipment used (tables, generators, tents, grills etc.)
- Copies of certifications, licenses or permits required for the proposed use.
 - Town of Parker Business License
 - Tri-County Health permit
 - Fire and Rescue Department tent permits
 - Any other state or local permits required

Once you have gathered the required documents please proceed to the online permit submittal system. If you are a contractor and do not have an account set up for TRAKiT please call (303) 841-2332 for assistance. If you are a business owner please click on “Setup an Account” and create a username and password.

Complete the **Permit Type Information** section as follows:

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: BLANK

My Dashboard

- Permits
 - Apply
 - Search
 - Pay Fees
 - View on Map
- Projects
 - Apply for New Project
 - Search Projects
 - Pay Fees
 - View Search Projects
- Contractor
 - Search Contractors
- Properties
 - Search
 - View on Map
- Inspections

Permit Application

STEP 1 PERMIT INFORMATION | STEP 2 | STEP 3 | STEP 4

Permit Type Information

PERMIT Type: TEMPORARY USES & VENDOR STANDS

PERMIT Subtype: CHRISTMAS TREE LOTS

*Short Description: (business name goes here)

Job Value (\$):

Choose the category of temporary use/vendor stand

Leave blank

Proceed to fill out the additional information section.

The image shows a web form titled "Additional Information" with a sidebar on the left. The sidebar contains the following menu items: Inspections (Schedule, Cancel, View on Map, Scheduled), Licenses (Apply for New Licenses, Search Licenses, Pay Fees), Violations (Search, View on Map), Report an Issue (Report Issue, Search Issues, View on Map), Map (View Map, Locate My Address), and Shopping Cart (Pay All Fees). The main form area contains the following fields:

- VENDOR HRS OF OPERATION:** A dropdown menu with the selected option "LIMITED TO 5:00 AM - 10:00 PM ONLY EXCEPT WEEKENDS".
- VENDOR HRS ON-SITE:** A dropdown menu with the selected option "STANDS MUST LEAVE SITE DAILY".
- PARKING SPACES PROVIDED:** A text input field.
- MAXIMUM OF 1000 SQ FT:** A text input field with a small square icon to its right.
- *25 FT FROM OTHER VENDOR:** A dropdown menu with the selected option "YES".
- *50 FT FROM RESIDENTIAL:** A dropdown menu with the selected option "YES".
- TEMP USE DURATION:** A text input field with a small square icon to its right.
- START DATE:** A date input field with a calendar icon to its right.
- END DATE:** A date input field with a calendar icon to its right.
- *BUSINESS LICENSE:** A dropdown menu with the selected option "YES - ATTACHMENT REQUIRED".
- *TRI-COUNTY HEALTH PERMIT:** A dropdown menu with the selected option "YES - ATTACHMENT REQUIRED".
- *LAND OWNER APPROVAL:** A dropdown menu with the selected option "YES - ATTACHMENT REQUIRED".

Annotations on the right side of the form provide instructions for each field:

- An arrow points from the text "Enter number of parking spaces" to the "PARKING SPACES PROVIDED" field.
- An arrow points from the text "Choose yes or no" to the "MAXIMUM OF 1000 SQ FT" field.
- An arrow points from the text "Use drop down arrow to choose duration based on type of use" to the "TEMP USE DURATION" field.
- An arrow points from the text "Enter start and end dates" to the "START DATE" field.
- An arrow points from the text "Enter hours of operation" to the "END DATE" field.
- An arrow points from the text "Click calendar icon and choose start date" to the calendar icon next to the "START DATE" field.
- An arrow points from the text "Click calendar icon and choose end date" to the calendar icon next to the "END DATE" field.

Enter the location and upload attachments.

Location

Enter part or all of your address and press search

Attachments

Filename

Description

Type in the street numbers only, then click search to choose the address

Click on Select to upload owner approval for banner

When you are finished click on next step

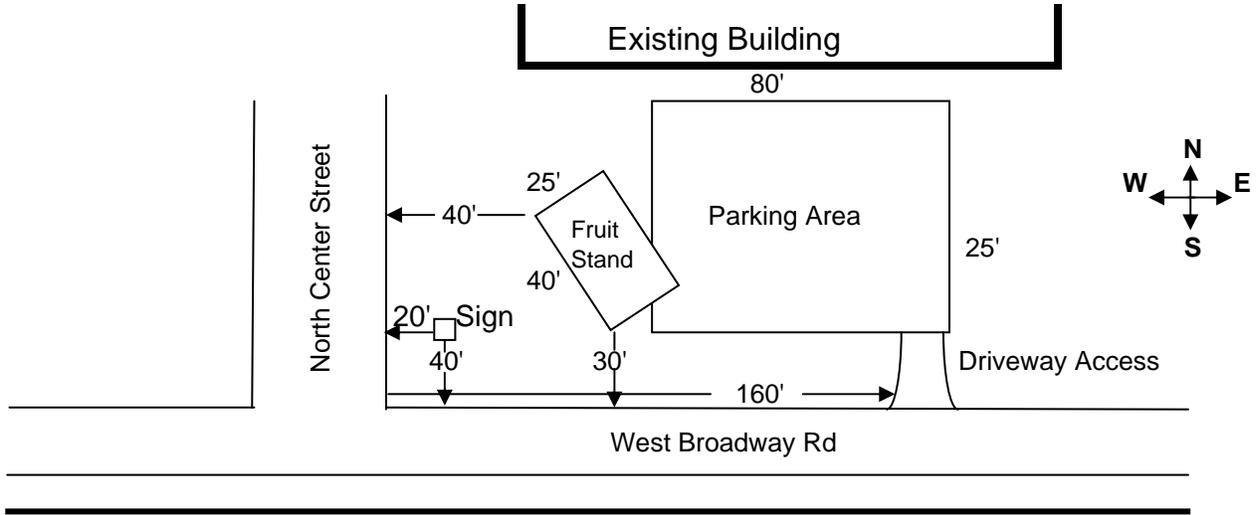
Click on next step to progress to the next page. Verify applicant information is correct then scroll down and click on next step again.

Verify permit information and dates are correct then click on next step once again to submit the permit.

Click on My Dashboard at the top left of the screen and the permit will show up under active permits.

The permit will now be reviewed by Town staff and you will receive an email when the permit has been approved. Once you receive the email please log back in to TRAKiT and pay for your permit.

PLOT PLAN EXAMPLE



DRAW YOUR PLOT PLAN BELOW, OR ON AN ATTACHED SHEET

Parking Area Calculations

To determine the amount of parking spaces or the parking area square footage required for lots that do not have paved parking, please see below:

Type of Use	Parking Requirements	Example
Vendor, prepared food	1 space for every 3 persons of rated capacity	Hot Dog Cart, 4 persons requires 2 parking space
Construction/Sales Trailer Offices	1 space for every 300 sq. ft. of office/trailer space	Developer's sales trailer 1400 sq. ft, 4 parking spaces
Sales/Commercial use including Tents	5 spaces for every 1,000 sq ft. of sales/tent area	Christmas Tree sales area 3500 sq. ft, 15 parking spaces
Handicapped Parking	1 16'x20' space for every 25	Of 35 spaces, 1 is accessible

Of these parking spaces, please allow areas to accommodate **Handicapped or Accessible Parking** space, which should be 16ft. x 20 ft for van access.

If you have an **unpaved parking** area, please use the adjacent chart to determine what square foot area will be required to satisfy the parking requirements. The table below has already considered Handicapped Parking in the formula used. If you are required to have more than 20 parking spaces, please use the example below to calculate the square footage required for this use.

Example:

65 spaces required

$65/20 = 3$ groups of 20 with 5 remaining

20 spaces require 7200 sq.ft.

$3 \times 7200 = 21600$

5 spaces require 2000 sq.ft.

$21600 + 2000 = 23600$

The use requires 23,600 sq. ft. of parking area.

If you have any questions, please contact the Development Review Department at 303-841-2332.

No. Parking Spaces	Square foot of Parking Required
1	600
2	950
3	1300
4	1650
5	2000
6	2350
7	2650
8	3000
9	3350
10	3700
11	4100
12	4400
13	4800
14	5100
15	5500
16	5850
17	6200
18	3500
19	2950
20	7200



Letter of Authorization from Property Owner

Date _____

Community Development Director
Community Development Department
Town of Parker
20120 East Mainstreet
Parker, CO 80138

Regarding: Property Owner/Manager Letter of Authorization
Name of Business: _____

I, _____, hereby certify that I am the legal owner of record of the property/property management company for the submitted application and do hereby authorize, _____ to temporarily use said property as permitted by the Town of Parker.

I understand that in the review of this application, by providing this authorization, I will allow Town of Parker Staff to enter the subject property for purposes of evaluating this temporary use/vendor stand permit request, as the specifics of this application may require.

Signature of Property Owner

Name: _____
Address: _____

Phone Number: _____