



## Temporary Use and Vendor Stand Application

Application Date: \_\_\_\_\_

Permit Number: \_\_\_\_\_

- Application: \$50.00
- Extension: \$15.00
- Plot Plan including structures, setbacks and signs
- Authorization by Property Owner(original)
- Copy Business License
- All pertinent Permits (See attached requirements)

**Vendor Stand:**

- Prepared Food
- Agricultural Products

**Temporary Use:**

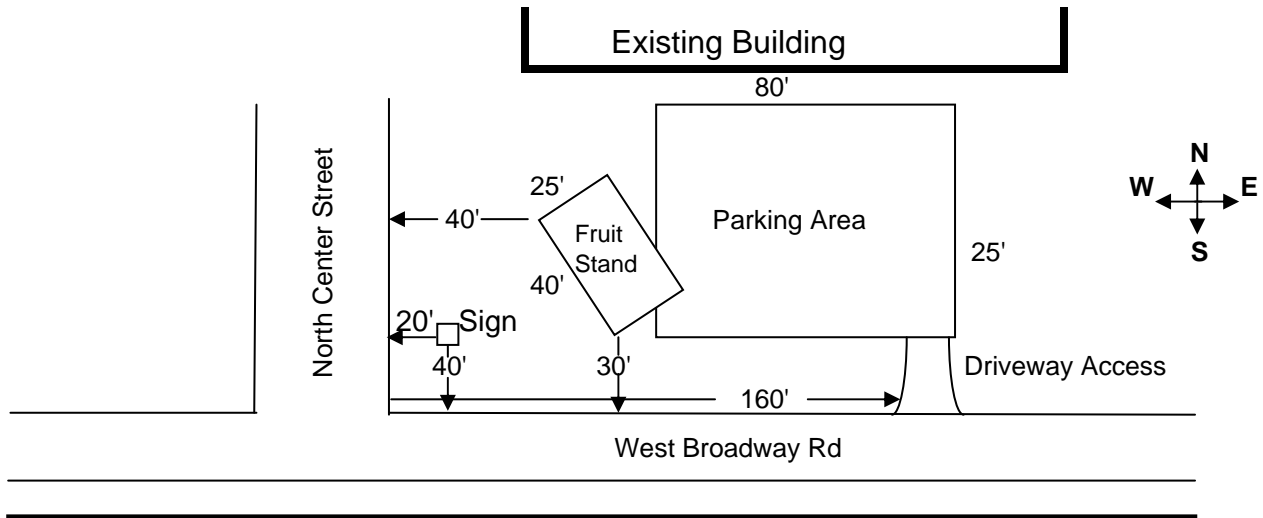
- Agricultural Products - 90 days
- Carnival, Circus or Festival - 10 days
- Christmas Trees - 30 days
- Farmer's Market - 120 days
- Fireworks Stand – 30 days
- Flea Market – 60 days
- Promotional Events – 30 days

<b>Applicant Information:</b>			
Applicant and/or Organization:			
Contact Name:			
Mailing Address:		City	State, Zip
Phone Number:	Mobile Phone:	Fax:	Email Address:
Other Contact Information:			
<b>Property or Location Information:</b>			
Property Address:			
Location Description:			
Property Owner:			
Owner's Mailing Address:		City:	State, Zip:
Owner's Phone:	Mobile Phone:	Other:	
Property Owner Signature: (Must be original signature or original authorization letter)			Date of Signature:
<b>Description of Use:</b>			
Description of request, including type of product: (Please attach narrative if needed.)			
Starting Date:	Hours of Operation:	End Date:	

I, the undersigned, certify that the statements contained in or attached to this application are true, accurate and complete to the best of my knowledge, and that I have read all the provisions of the Town of Parker's Municipal Code as it pertains to this use and signage. I also understand that I am responsible for any other permits required by other agencies.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

# PLOT PLAN EXAMPLE



**DRAW YOUR PLOT PLAN BELOW, OR ON AN ATTACHED SHEET**



**Community Development Department**  
 20120 E. Mainstreet, Parker, CO 80138  
 303-841-2332 Fax: 303-841-3223  
[www.parkeronline.org](http://www.parkeronline.org)

## **Temporary Use and Vendor Stand Application Procedures and Requirements:**

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

<b>Temporary Use</b>	<b>Duration</b>	<b>Extension</b>
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 1<sup>st</sup> 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

- Pre-prepared food and beverages, or
- Agricultural products such as hay or produce.

These uses are limited to 1000 sq. ft. in size, at least 25 feet in distance between uses, and must be mobile in that it must leave the property each evening. For exceptions, please see Ordinance 3.01.092, attached.

For further details as to the **regulations** for these uses, please see the attached excerpts of the Ordinances and Land Use sections of the Town of Parker Municipal Code.

### **Application Procedures:**

1. The Applicant must provide a **Letter of Authorization from the property owner(s)** giving permission to make application for a Temporary Use or Vendor Stand permit on their property. Please include the address or a description of the property, the type of use, the days and hours they may operate and any restrictions the operation may have.
2. If the use is on **Town of Parker property**, a Letter of Authorization from Town Council and a copy of the liability insurance or binder will need to be attached. If the use is in the **Right of Way**, a Right of Way Permit will also be required with copy attached.

3. Please fill out the **application** completely with all requested information including the applicant's signature. Please, understand that this signature does not constitute a letter of authorization to use the property, if signed by the property owner or registered agent.
4. Prepare a detailed **Plot Plan**, a drawing of the property, which should include existing and temporary structures, equipment being used including tents, tables, generators or grills, propane or fuel devices, any electrical connections, and proposed lighting or sound systems. Please also indicate any **signage** for the use, road access and required **parking** area.
5. It is required that the lot, where the use is located, must be able to accommodate the **required number of parking** as determined by the Land Development code, Section **13.06.050**. The required parking area must be shown on the Plot Plan including the parking lot's dimensions and access to the lot. Please see attached the "**Parking Calculation**" sheet to determine how many parking spaces are required or how large the parking area needs to be for lots that do not have an existing paved parking lot.
6. If the use is on a vacant lot, the site plan may need to show stabilizations of the property including erosion and mud tracking mitigation plans onto adjacent properties and public rights of way. This may require putting down rock in drive area, tracking pad at the road access point and silt fencing.
7. The use must conform to the **Parker Sign Code**, Section 13.09, particularly as it relates to banners, temporary signs and prohibited sign. Please be aware that some signs will require a permit.
8. Please attach copies of all **certifications, licenses or permits required** for this use. This may include but is not limited to:
  - Town of Parker Business License,
  - Tri-County Health Permit/Certification(s) appropriate for the type of equipment being used,
  - Sign Permit as required, example: a Temporary Sign Permit,
  - State Certification or Licenses, such as a Nursery Registration,
  - Fire and Rescue Department Tent Permit,
  - Public Works Right of Way Use Permit, and
  - any other state or local permit(s) required.

Most of these permits/certifications are renewed annually; therefore a current copy will need to be attached to the **renewal or extension** applications.

9. If this is for an **event that involves many vendors and/or temporary uses**, the event coordinator will need to supply the Town of Parker with the support documentation for each of the vendors or participants along with a comprehensive site plan. Please include the appropriate application **fee(s)**. These are review fees and are not refundable.
10. Please allow **15 business days** for the review process. If there are additional issues that need to be addressed, the review process may take longer. The Town of Parker will contact you when all comments have been received and the permit is ready. **Please note** the Community Development Director reserves the right to deny any application that may not provide a positive impact for that location or the community.

If at anytime the Temporary Use or Vendor Stand does not conform to the conditions of the permitted use, there are changes to the site or use that were not approved, or becomes a Public Nuisance, the permit may be revoked and Enforcement procedures may be started. If you have any questions or need further clarification, please contact the Community Development Department at 303-841-2332.

## 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