



**OUTDOOR FARMERS MARKET  
TEMPORARY USE/STRUCTURE PERMIT APPLICATION**  
Community and Economic Development Department  
100 N. Appleton St. PH: 920-832-6468  
Appleton, WI 54911 FAX: 920-832-5994

Stamp date received

**TYPE OF TEMPORARY STRUCTURES USED WITHIN FARMERS MARKET AREA**

Tents or Canopies: Y  N  If yes, number of tents/canopies \_\_\_\_\_ Sizes \_\_\_\_\_  
 Other Temporary Structures:  Folding Tables  Trailers  Booths/Stand  Market Umbrellas  
 Outdoor Farmers Market Area: \_\_\_\_\_ square feet.

**OPERATION DETAILS (NOT TO EXCEED 120 Total DAYS PER CALENDAR YEAR)**

Dates Requested From \_\_\_\_\_ to \_\_\_\_\_. Will you serve food? Y  N   
 Total Days \_\_\_\_\_ Hours of Operation \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm  
 Electrical hookups? Y  N  If yes, describe \_\_\_\_\_

PROPERTY OWNER		APPLICANT (owner's agent)	
Name		Name	
Mailing Address		Mailing Address	
Phone	Fax	Phone	Fax
E-mail		E-mail	

**PROPERTY INFORMATION**

Property Tax # (31-0-0000-00) \_\_\_\_\_  
 Site Address/Location \_\_\_\_\_  
 Legal Description of Land (may be attached as separate sheet) \_\_\_\_\_  
 Current Uses \_\_\_\_\_ Current Zoning \_\_\_\_\_

Date \_\_\_\_\_ Owner/Agent Signature (Agents must provide written proof of authorization) \_\_\_\_\_

**OFFICE USE ONLY**

PERMIT # \_\_\_\_\_ Application Complete \_\_\_\_\_ Date Submitted \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Approved  Approved with conditions  Denied Community Development \_\_\_\_\_  
 Comments/Conditions: \_\_\_\_\_  
 Fee \$75.00 Acct # PWZNIG Receipt # \_\_\_\_\_ Date Paid \_\_\_\_/\_\_\_\_/\_\_\_\_

*Reasonable accommodations for persons with disabilities will be made upon request and if feasible. 4/19*

## Outdoor Farmers Market Temporary Use/Structure Permit Application Submittal Requirements

**An Outdoor Farmers Market, Temporary Use/Structure Permit Application (#2) is required for an Outdoor Farmers Market.** **Outdoor Farmers Market** means a temporary use that is conducted outside of an enclosed permanent building or structure on a lot by two (2) or more temporary merchants are displaying and selling either products of the farm or garden or any combination of products of the farm and garden and commercially processed foods, household products, crafts and handmade items.

**Farmers Markets** conducted inside a building, conducted within the public right-of-way (public street), conducted on City owned property or permitted by a Special Event Permit issued by the City. **An Outdoor Farmers Market, Temporary Use/Structure Permit Application (FORM #2) IS NOT REQUIRED.**

**\*\* Prior to submitting your application, please contact the Community and Economic Development Department at 920-832-6466 for questions, requirements, eligibility, etc. The complete rules and regulations for all Temporary uses/structures can be found in Chapter 23, Zoning Ordinance Section 23-54.**

- Completed and signed Temporary Use/Structure Permit Application
- A scaled site plan drawing, identifying the following:
  - ✓ Property lines and dimensions
  - ✓ Location of all existing structures/buildings
  - ✓ Location of on-street/off-street parking spaces
  - ✓ Location of off-street parking drive aisles
  - ✓ Location of parking lot landscaping areas
  - ✓ Location of driveways
  - ✓ Location, size and setback dimensions to property lines of the proposed temporary use
  - ✓ Location, size and setback dimensions to property lines of the proposed temporary structures (tents/canopies, trailers, portable storage units)
- Check made payable to the City of Appleton for the Temporary Use/Structure Permit Application fee.
- Owner's Letter of Authorization or owner's signature on the application authorizing the proposed temporary use and/or structure.

**“EXHIBIT D-2”**

**(SAMPLE) AGENT AUTHORIZATION LETTER**

DATE: \_\_\_\_\_

TO: City of Appleton  
Community Development Department  
100 N. Appleton Street, Appleton, WI 54911

RE: \_\_\_\_\_  
Project name

The undersigned, \_\_\_\_\_, is the owner of property known as \_\_\_\_\_.  
(Property Owner name) (Address, tax key number)

The undersigned authorizes \_\_\_\_\_ to sign and file an application on behalf of \_\_\_\_\_  
(Agent name) (Property Owner name)  
to \_\_\_\_\_. \_\_\_\_\_ also authorizes \_\_\_\_\_ to execute any and all  
(Describe Project) (Property Owner name) (Agent name)

other documentation and/or applications required by the City.

Executed as of the day and year first above set forth.

\_\_\_\_\_  
Signature of property owner

**Administrative Reviews**

**Recommendations: A = Approved**

**CA = Conditionally Approved**

**D = Denied**

A  CA  D  **Office of the City Clerk by:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
Comments/Reason for denial: \_\_\_\_\_  
\_\_\_\_\_

A  CA  D  **Fire Department by:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
Comments/Reason for denial: \_\_\_\_\_  
\_\_\_\_\_

A  CA  D  **Health Department by:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
Comments/Reason for denial: \_\_\_\_\_  
\_\_\_\_\_

A  CA  D  **Police Department by:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
Comments/Reason for denial: \_\_\_\_\_  
\_\_\_\_\_

A  CA  D  **Engineering Division by:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
Comments/Reason for denial: \_\_\_\_\_  
\_\_\_\_\_

A  CA  D  **Inspections Division by:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
Comments/Reason for denial: \_\_\_\_\_  
\_\_\_\_\_

A  CA  D  **Comm. Development by:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
Comments/Reason for denial: \_\_\_\_\_  
\_\_\_\_\_