



OUTDOOR SALES APPLICATION

DATE RECEIVED: _____

To Be Completed by Applicant

This application must be completed and submitted with application fee and ALL required attachments.
(Checks payable to the City of Palatka)

Required Attachments:

- Site Plan
- Letter of Authorization
- Legal Description
- Fees
- Justification Statement
- Verification of Non-Profit Status

Application for Approval of: Seasonal Goods Sale Temporary Goods or Commodities Sale
 Outdoor Promotional Sale

1. Property Address: _____
2. Parcel Number: _____
3. Lot size/acreage: _____
4. Number & type of structures on property: _____
5. Current Property Use: _____
6. Non-Profit Status (Either Non-Profit or NOT Non-Profit): _____
7. Specific description of the type of sale (including type of goods to be sold, hours of operation, etc., can be included in an attached narrative.): _____

Applicant Information

(Submit proof of authorization to act as agent with your application)

Owner Name(s): _____

Owner Address: _____

Phone Number(s): _____ **Email:** _____

Agent/Contractor *(Submit proof of authorization to act as agent with your application)*

Name(s): _____

Mailing Address: _____

Phone Number(s): _____ **Email:** _____

Application Submitted By

Name (Print Name): _____

Signature: _____ Date: _____

STATE OF _____ County of _____

Before me this day personally appeared _____ who executed the foregoing application and acknowledged to and before me executed this document for the purposes therein expressed.

WITNESS my hand and official seal, this _____ day of _____ A.D. _____.

(Notary Seal)

Notary Public

My commission expires: _____

State of _____ at Large

Type of Identification Produced: _____

For Official Use Only

Date Submitted: _____

Future Land Use Category: _____

Received By: _____

Zoning Designation: _____

Preliminary Review by: _____

SPO Notice Sent By: _____

SPO Notice sent Date: _____

Attachments Reviewed:

- Site Plan
- Letter of Authorization
- Regulatory Fee Received
- Business Tax Receipt
- Findings



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Procedures for review and approval. The planning director may approve the outdoor sale of certain goods and commodities which are strictly of a temporary nature in C-2 commercial zoning districts where sales of specific goods and commodities are included as permitted or accessory uses, provided the following conditions and requirements are met:

(1) Such sales shall not be permitted on public rights-of-way; provided, however, that in areas zoned DB and DR, such sales and displays may be permitted on sidewalks only; and provided, further, that parades and art shows may be permitted on public rights-of-way under such conditions as are otherwise provided by ordinances and policies of the city commission.

(2) No more than one use per location shall be issued in any given six-month period for seasonal and temporary-type sales, and no more than one use per location shall be issued in any given 90-day period for promotional sales.

(3) Application for a use under the provisions herein shall be reviewed by the planning director to ensure protection of the public health, safety, and general welfare, with public notice provided in the form of a letter to adjacent property owners within 150 feet. The planning director in considering outdoor sales requests, shall utilize conditional use criteria set forth in Sec. 94-3, with particular attention given to traffic flow and control, auto and pedestrian safety, and the effect which such use and activity will have on surrounding uses, particularly where the adjoining use is residential. Appeals of unfavorable staff decisions shall be considered by the Planning Board utilizing the conditional use process.

(4) The vendor, merchant, or applicant shall be required to remit to the city, following approval of the outdoor sales use, a business regulatory fee, which shall be in addition to any occupational license previously applied for or issued by the city, or as required by the city for vendors or merchants operating within the city. The business regulatory fee shall be subject to the following:

a. The business regulatory fee shall be based on the real value of goods and commodities offered or displayed for sale and shall be equal to one-half of one percent of the total real and just value of all goods and commodities offered or displayed, but in no instance shall the business regulatory fee exceed \$1,500.00 for any single sale.

b. Proof of real and just value shall be required to be provided to the city at the time of fee payment. Such proof shall be in the form of an invoice, bill of lading, or other reasonable verification of the actual value of goods and commodities offered for sale.

c. Non-profit and not-for-profit designated charitable or philanthropic organizations, possessing the appropriate Internal Revenue Service designations for corporations exempt from taxes, shall be exempt from the payment of the business regulatory fee, provided that each organization operating as a temporary vendor or merchant provide verification of the designation to the city. Such verification shall be provided prior to initiating the use.

(5) All applicable licenses, fees, and permits, including, but not limited to, special use, tent, and sign permits, shall be required as provided for within this Code. No provision within this section shall render any other section, article, or chapter of this Code as invalid.

(d) Penalties. Any merchant or vendor, offering for sale any good or commodity in the City of Palatka in violation of this section shall be guilty of a violation of this Code and punishable by fine or imprisonment, or both, not to exceed a \$500.00 fine and/or 60 days in the county jail. Additionally, any merchant or vendor, operating substantially in the same fashion, in whole or in part, who subsequently violates this section after an initial determination of a violation, occurring at any time following the adoption of this section, shall be subject to the revocation of, or denial of, occupational licenses within the city.

(6) **Denial.** If the Planning Director shall deny a conditional use, it shall be stated fully in the letter of application denial the reason(s) for doing so. Such reasons shall consider the standards as stated in the findings section, or such of them as may be applicable to the action of denial, and the regulations relating to the specific use requested, if any.

(7) Appeals. Action taken by the Planning Director to approve a use with appropriate conditions or safeguards or to deny a use shall be deemed final unless a request is filed with the building department to be placed on the next regularly scheduled Planning Board agenda, requesting the Planning Board to review such decision.

(Ord. 13-03)