

# CITY OF TWO HARBORS

522 First Avenue, Two Harbors, MN 55616  
(218) 834-5631 · FAX (218) 834-2674

## Public Market and Market Stand Permit Application Guide

This guide will help you complete an application for a Public Market and Market Stand permit in Two Harbors.

The Public Market and Market Stand Permit is the City's way of allowing temporary commercial activities while ensuring they do not impede traffic, are compatible with surrounding properties, pay applicable sales tax and follow sign regulations.

The City has chosen to address public markets and market stands by requiring vendors within the "B-1" Highway Business District, "B-2" Central Business District, and "MUW" Mixed-Use Waterfront District to apply for a weekly or annual permit.

### Application Instructions

The following instructions help explain the information that is requested in the Public Market and Market Stand permit application.

This application must be completed and filed with the City Clerk along with the applicable fee. The City will inform you of whether or not your application is approved or denied. If approved, a Public Market and Market Stand Permit will be issued, which must be displayed in a conspicuous place onsite during all sales. No vendor may make a sale without a valid permit unless the vendor is exempt.

The following types of vendors are exempt and do not need a Public Market and Market Stand Permit:

1. Farmers selling products cultivated from their own farms.
2. Educational, charitable or religious organizations not regularly engaged in the business of manufacturing, purchasing or selling food at their established educational, charitable or religious institutions.
3. Those vendors participating in an exempt event as designated by a Resolution of the City Council.

### Box 1. Applicant Information

- The vendor/applicant must provide the information required by the permit application and must have the consent of the property owner in writing to submit the application.
- A fee of \$250 for an annual permit or \$50 for a weekly permit must be submitted with the permit application.

### Box 2. Property Information

- Public markets and market stands are allowed in the "B-1" Highway Business District, "B-2" Central Business District, and "MUW" Mixed-Use Waterfront District.

### Box 3. Certification.

- The vendor/applicant must certify and affirm to the statements as shown on the permit application.

### Approval

The Public Market and Market Stands Permit is an administratively approved permit. It can be approved once the Zoning Administrator determines the application is complete, the property is located in the correct zoning district, the standards applicable to the public market and public market stands are met and the application fee is submitted. The Zoning Administrator can impose conditions on the approval of the Public Market and Market Stands Permit as he/she deems reasonable and necessary to protect the health, safety and general welfare of adjacent uses and the community.

### Revocation

The City can revoke a Public Market and Market Stands Permit and pursue enforcement procedures, including penalties, according to the provisions of Section 4.40 (sign regulations) and Section 11(zoning regulations) of the City Code if the vendor is found to be in violation of permit conditions or other laws, rules, standards and regulations.



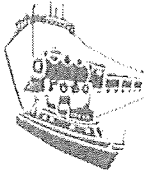
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## Public Markets and Market Stands Permit Application

<b>1. Applicant Information</b>	
Name:	_____
Address:	_____
Telephone #:	_____ Email Address: _____
Application # (to be assigned by City):	_____
List of product(s) to be sold:	_____
	_____
	_____
Growing location address (if applicable):	_____
	_____
Proposed dates of sale(s):	_____
	_____

<b>2. Property Information</b>	
Street Address:	_____
Parcel #:	_____
Zoning District	_____
Name of Property Owner (if different from Applicant):	_____
Address:	_____
Telephone #:	Email Address:
_____	_____
<b>Signature of Property Owner</b>	<b>Date:</b>
_____	_____



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### 3. Certification

- 3.1 I affirm that my public market or market stand will not impede vehicular, pedestrian or other traffic.
- 3.2 I affirm that the use, activity or function of my public market or market stand will be compatible with the purpose and activities generally allowed in the zoning district in which the property is located.
- 3.3 I affirm that my public market and market stand will comply with Section 4.40, Subd. 10 of the City Code regulating temporary signs.
- 3.4 I affirm that I am aware of and will comply with all Federal, State, and local requirements with respect to the products I will sell. I understand that individual product liability is my responsibility.

Signature of Vendor/Applicant

Date:

### *CITY USE ONLY*

Date Received:

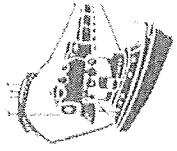
Approved:

Approved with the conditions described below:

Denied

Signature of Zoning Administrator

Date



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## Public Markets and Market Stands Vendor Information

Year: Permit #	Permit Holder Name: Property Address:			
<u>Vendor Information</u>				
<u>Business Name</u>	<u>Owner</u>	<u>Registered Address</u>	<u>Telephone #</u>	<u>Sales Tax ID #</u>

*Keep this registry for one year following the effective date of the permit. Additional registry forms can be downloaded from the City of Two Harbors website.*