



<b>FOR OFFICE USE ONLY</b>	
CASE NO.:	_____
DATE SUBMITTED:	_____
TIME:	_____
STAFF:	_____

## FARMER'S MARKET PERMIT APPLICATION

### MINIMUM SUBMITTAL REQUIREMENTS:

- Copy of State Farmers' Market Certification
- Copy of Applicant's sales tax permit (if College Station or Bryan individual or business).
- Written permission to locate in proposed parking lot.
- Site Plan of proposed location.
  - Site configuration, street access, location and amount of parking spaces to be utilized, and fire lanes.
  - Signage to be utilized.
  - Tent and other structure locations.

BUSINESS NAME \_\_\_\_\_

SALE LOCATION ADDRESS \_\_\_\_\_

**APPLICANT/PROJECT MANAGER'S INFORMATION (Primary contact for the project):**

Name \_\_\_\_\_ E-mail \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Date of Birth \_\_\_\_\_ Driver's License Number \_\_\_\_\_ State \_\_\_\_\_

**BUSINESS INFORMATION**

Legal Name of Business \_\_\_\_\_ DBA \_\_\_\_\_

Permanent Business Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Business Phone \_\_\_\_\_ Sales Tax Number \_\_\_\_\_

**SALE INFORMATION**

Sale Location Address \_\_\_\_\_

Dates of Sale \_\_\_\_\_

Description of Sale \_\_\_\_\_

Number of parking spaces to be utilized \_\_\_\_\_ Type of signage being utilized \_\_\_\_\_

Will a tent be utilized?  No  Yes If yes, what is the size of the tent \_\_\_\_\_

## FARMER'S MARKET CHECK LIST

- A) Temporary outdoor sales of products in an unrefined state, by a State Certified Farmers' Market may be operated for a maximum of two (2) days per week and are permitted on:
  - (1) Public properties, with locations approved by the Administrator, and
  - (2) Private property in zoning districts that allow for retail sales as a permitted use.
  
- B) The Market must be located within a paved parking lot, and shall not utilize more than ten (10) percent of the required number of parking spaces on private property. The Market may not be located within drive aisles, fire lanes, or parking setbacks, and in no case shall the market be located within the public right-of-way.
  
- C) The Market must comply with [Section 12-7.5](#) Signs. Attached signs advertising the Market, or any products for sale, must be securely attached to the sales area. Temporary Freestanding Signs and Commercial Banners, as described in [Section 12-7.5](#) Signs, are not permitted.
  
- D) The Market shall have approval of the City of College Station prior to location or sales.