



City of Charles City

900 Clark Street Charles City, Iowa 50616
Phone: 641-257-6300 | Fax: 641-257-6331 | Website: cityofcharlescity.org

SALES STAND PERMIT APPLICATION

Address of Proposed Stand	
Stand Business Name	Sales Tax Number (attach copy)
Property Owner	Owner Phone Number
Property Owner's Address (if different from above):	City, State, Zip
Name of Stand Owner	Stand Owner Phone Number
Stand Owner Address	City, State, Zip
On-site Contact Name	On-Site Phone Number
Name / E-mail Address / Phone Number of person to notify if Permit is approved/issued	

DESCRIPTION OF PROPOSED BUSINESS ACTIVITY AND SITE LAYOUT: Outline proposed business activity below, including hours of operation, products/services, duration of the stand, and other pertinent information as requested by the City Council of the City of Charles City. Provide/attach a site plan showing location of street(s), structures, property lines, and buildings within 20 feet of sales area. If applicable, provide information as to how the stand will be secured to the site (eg., attached to the adjoining structure or building).

Temporary sales stands are allowed in the City of Charles City in accordance with Charles City Code of Ordinances Sections 136.20 and 136.21, which include the following regulations:

- The goods or merchandise for sale or display shall not interfere with the free and uninterrupted passage of pedestrians on a sidewalk; and
- In no case shall more than two (2) feet of the sidewalk be utilized for the sale of goods or merchandise; and
- Sales stands require the written permission/permit from the Charles City City Council.

Stand Owner

I hereby state that the above is correct. I recognize that the approval of plans, issuance of a permit, or subsequent approvals shall not be construed to allow violations of the code or other ordinances or laws enforced by the City of Charles City. I acknowledge that a description of proposed business activity has been submitted with this application and that failure to abide by such description of proposed business activity or any other terms of the Ordinances of the City, or the laws of the State of Iowa, shall be grounds for the City to terminate this permit. I have read, understood, and agree to the regulations regarding temporary sales stands, including the Temporary Stand Permit Requirements and Information attached hereto. I agree to indemnify and hold the City of Charles City, and its agents, officials, and employees, harmless from any and all liabilities, damages, causes of action, or claims for damage and/or suits for or by reason of any injury or injuries to any person or persons or property of any kind whatsoever, from any cause or causes whatsoever to the extent arising out of or connected with the use of the temporary sale stand. By signature below the signatory certifies and declares that he/she is either the Stand Owner or the Authorized Agent of the Stand Owner.

Signature: _____

Print Name: _____

Date: _____

Property Owner (if different from Stand Owner)

I have read, understood, and agree to the regulations regarding temporary sales stands, including the Temporary Stand Permit Requirements and Information attached hereto. I agree to indemnify and hold the City of Charles City, and its agents, officials, and employees, harmless from any and all liabilities, damages, causes of action, or claims for damage and/or suits for or by reason of any injury or injuries to any person or persons or property of any kind whatsoever, from any cause or causes whatsoever to the extent arising out of or connected with the use of the temporary sales stand. By signature below the signatory certifies and declares that he/she is either the Owner or the Authorized Agent of the owner of the property.

Signature: _____

Print Name: _____

Date: _____

City Use Only:

Date approved by City Council: _____

This permit is valid from _____ to October 31, 20__

Date Permit Fee Paid: _____

Temporary Stand Permit Requirements and Information

- Complete Sales Stand Permit Application.
- Submit a site plan showing the location of the stand.
- A copy of a sales tax license shall accompany the application. If the sales tax license is under review and not yet issued, we will verify with the sales tax division and proceed with the permit.
- Submit a copy of the written consent of the property owner for the specific use and structures proposed for each stand.
- Adequate off-street parking must be provided in accordance with the Charles City Unified Development Ordinance.
- The proposed use or structure must have a neat appearance.
- Temporary stand permits shall have a flat fee of \$250.00 and shall be valid beginning January 1 or the date of issuance (whichever is later) until October 31 of the same calendar year.
- Upon expiration of a permit, a permittee shall return the stand area to the City in its original condition. If a permittee fails to remove the stand and appurtenances by November 5, the City may remove the stand and all appurtenances and improvements and dispose of said improvements. The City shall also have all rights and remedies available under the City Code and Iowa law.
- A Sales Stand Permit will not be issued more than three (3) consecutive years unless the City Council determines, in its sole discretion, that there are no other reasonable alternative locations from which the permittee can conduct its business.

Temporary stand permit applications will be reviewed by both City staff and the Charles City City Council for compliance with the Charles City Code of Ordinances, and such applications require the formal approval of the Charles City City Council. This review and process may take up to several weeks.