



# SEASONAL SALES AND FARMERS MARKET APPLICATION

Please review Article IV of Chapter 16 of the [Town of Windsor Municipal Code](#) for requirements.

**1**

A request is hereby made for a \_\_\_\_\_ **New** or \_\_\_\_\_ **Renewal** (*check one*) request of a \_\_\_\_\_ **Seasonal Sales** operation or a \_\_\_\_\_ **Farmers Market** (*check one*) to be located on the property at:

**Property Address\*:** \_\_\_\_\_

**Lot:** \_\_\_\_\_ **Block:** \_\_\_\_\_ **Subdivision:** \_\_\_\_\_

Describe the nature of the proposed request\*:

\_\_\_\_\_

\_\_\_\_\_

Describe the proposed duration of such activities and proposed hours of operation\*:

\_\_\_\_\_

\_\_\_\_\_

For all renewal requests, please provide the date(s) and location(s) of the previous activity:

\_\_\_\_\_

**APPLICATION REQUIREMENTS:**

\_\_\_\_\_ \*I have submitted all application requirements with this application form per [Sec. 16-4-30](#) of the Town of Windsor Municipal Code

**2**

**OWNER:**  
Name(s)\*: \_\_\_\_\_  
Address\*: \_\_\_\_\_  
Phone #\*: \_\_\_\_\_ Email\*: \_\_\_\_\_

**APPLICANT or REPRESENTATIVE:**  
Name\*: \_\_\_\_\_  
Address\*: \_\_\_\_\_  
Phone #\*: \_\_\_\_\_ Email\*: \_\_\_\_\_

**3**

*I hereby depose and state under the penalties of perjury that all statements, proposals, and/or plans submitted within this application are true and correct to the best of my knowledge.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*(Proof of owner's authorization is required with submittal if signed by Applicant)*

**Print Name:** \_\_\_\_\_

**Submitted On:** \_\_\_\_\_ \*Required fields

(Please email application and requirements to [planningtechs@windsorgov.com](mailto:planningtechs@windsorgov.com))

Revised 7/6/2022

### **Sec. 16-4-30. Seasonal sales and farmers markets.**

- (a) Intent. The intent of this Section is to provide a mechanism by which the Town may allow seasonal sale operations and farmers markets. It shall be unlawful for any seasonal sales or farmers market to offer goods or services to the public unless and until all of the following requirements for a seasonal sales permit are met to the satisfaction of the Town.
- (b) Seasonal sales permit; when required. A seasonal sales permit shall be required for the following activities:
  - (1) Christmas tree sales.
  - (2) Pumpkin sales.
  - (3) Farmers market sales.
- (c) Application requirements. An application for a seasonal sales permit must be submitted to the Director for review and approval prior to any seasonal sales or farmers market activities. A seasonal sales permit will be valid during the season for which the permit was issued, subject to all of the information on the application remaining materially unchanged. If at any time any of the information upon which the seasonal sales permit materially changes, a revised application shall be submitted to the Director for review and approval pursuant to this Article. The application for a seasonal sales permit shall contain and be accompanied by the following:
  - (1) A written narrative describing the nature of the proposed activities, proposed duration of such activities and the proposed daily hours of operation.
  - (2) A legible sketch plan depicting the proposed location of the activities, including but not limited to merchandise display, parking, circulation, pedestrian and vehicular ingress/egress, surface materials and sanitary facilities, if any.
  - (3) Payment of all applicable application fees.
  - (4) Written and signed authorization from any property owner upon whose property the proposed activities are to take place, confirming that the applicant has the right to use such property for the entire duration listed on the application.
  - (5) Proof of a valid and current Town sales tax license and a Town business license.
  - (6) Proof of applicable health department approvals if the proposed activity requires the same.
  - (7) A diagram depicting the height, location, and materials for any proposed fenced enclosures.
- (d) Limitations.
  - (1) The operational requirements and limitations set forth in this Section shall apply to all seasonal sales and farmers markets. A violation of the requirements or limitations set forth in this Section may result in revocation of any or all seasonal sales permits issued to the permit holder.
  - (2) Subject to all requirements of this Section, seasonal sales operations may take place only in the following zoning districts: the commercial component of any RMU-1 or RMU-2 District; NC District; CB District; GC District; HI District; and LI District.
  - (3) Signage for seasonal sales and farmers markets shall be limited to the size requirements stated in Subsection 15-17-130(5)a.3 and shall be attached to and flush-mounted to the temporary sales structure, tent, trailer or similar use.
  - (4) Fencing of seasonal sales and farmers market sites shall conform to the fence location, height and materials approved for such sites.
  - (5) Seasonal sales and farmers markets intended for operation within any Town-owned recreational facility (including but not limited to Town parks and open spaces) shall be exempt from the

requirements of this Article. All such seasonal sales and farmers markets shall comply with the applicable permit requirements administered by the Parks and Recreation Department.

(e) Duration, revocation, and renewal.

- (1) A seasonal sales permit issued pursuant to this Section shall be valid for one (1) season, subject to renewal as provided in Subsection (2) below.
- (2) A seasonal sales permit is eligible for renewal for each subsequent season, subject to the following criteria being met:
  - a. No more than sixty (60) days prior to the beginning of a subsequent season, the permit holder applies in writing for renewal;
  - b. The permit holder shall provide the Director with proof that the temporary vendor sales tax license fee has been paid in accordance with Subsection 4-3-360(5) of this Code;
  - c. The permit holder certifies or otherwise verifies to the satisfaction of the Director that all circumstances under which the seasonal sales permit remain materially unchanged at the time renewal is sought; and
  - d. The Director approves the renewal in writing.
- (3) A seasonal sales permit may be revoked by the Director if, in the sole discretion of the Director, any conditions upon which the seasonal sales permit was issued have materially lapsed, or any such conditions were materially misrepresented by the applicant.

(Ord. 2020-1620 §3)