



PO Box 70 • 109 N HICKORY ST • MOUNT VERNON, MO • PHONE (417) 466-2122

## TEMPORARY USE PERMIT APPLICATION

109 N HICKORY ST, MOUNT VERNON, MO 65712 – (417)466-2167

Fee: \$100.00 Permit No.: \_\_\_\_\_

Site Address/Location: \_\_\_\_\_

Type of merchandise/activity/service: \_\_\_\_\_

Dates of occupancy at site: \_\_\_\_\_ to \_\_\_\_\_

*Permits are valid for up to 180 days occupancy per anniversary year*

Name of vendor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Name of owner or authorized agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Location Zoning: R-1  R-2  R-3  MP  B-1  B-2  B-3  M-1  M-2

Utility requirements: Water:  Sewer:  Electric:

Lot/location have legal frontage on public right-of-way? Yes:  No:

Driveway access available to site? Yes:  No:

Is site a vacant lot? Yes:  No:

*In addition to this application & fee, the following document copies are required:*

1. Current Certificate of No Tax Due letter
2. Current Lawrence County merchants license
3. Letter of permission from the property owner

Owner/agent signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Zoning Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Collector Initial: \_\_\_\_\_ Fee paid

Section 405.450, Use Standards, of the Mount Vernon Municipal Code

X. Temporary Uses. Activities, sales and/or services conducted outside of the principal building or use area on a zoning lot, subject to restrictions contained herein:

1. Typically allowed temporary uses requiring a permit:

- a. Food sales (food preparation facilities will be subject to Lawrence County Health Department rules);
- b. Arts and crafts;
- c. Sales of dry goods;
- d. Exhibits, displays or demonstrations of services, materials or equipment not designated as prohibited by this Section or any other provision of the City Code.
- e. Events such as Walk for Life, Pet Walk, Celebrate Recovery and events at the Mount Vernon Arts and Recreation Center (MARC) where vendors are allowed to have booths.

[Ord. No. 2.191, 7-10-2018]

2. Typically prohibited uses:

- a. New or used car/truck sales;
- b. Sales of farm machinery;
- c. Recreational vehicles, boats or other rolling stock;
- d. Large volume sales of lumber, tires, or other bulk materials.

3. Restrictions concerning permitted uses:

[Ord. No. 2.191, 7-10-2018]

- a. Temporary use permit must be applied for and approved by the Zoning Administrator. Permit fee amount is as prescribed in the current schedule of fees kept on record in the City Clerk's office.
- b. Permits are valid for the following time frames:
  - i. One-day permit (excluding Apple Butter Makin' Days);
  - ii. Three-day permit (excluding Apple Butter Makin' Days);
  - iii. One-hundred-eighty-day permit. Permit is good for one (1) year and is renewable one (1) year from the date of issuance. The one hundred eighty (180) days need not be consecutive. (Includes Apple Butter Makin' Days.)
  - iv. For food vendors, a six-month permit that may be renewed at the end of the six-month period.
- c. Permit must be conspicuously displayed on site.
- d. The equipment or structures incorporated in the temporary use must be readily movable. Tent-type collapsible structures are allowed.
- e. Placement of equipment and allowed structures must be on the permit application and shall be located in such a manner as will maintain unobstructed traffic flow and emergency vehicles access along with sight triangle clearances near intersections of streets and driveways.
- f. A completed permission statement signed by the landowner will be required at the time of permit application.

- g. A copy of a valid Missouri retail license as well as valid Lawrence County merchant's license will be required from vendor at the time of permit application.
  - h. Safety equipment such as fire extinguishers or other may be required based on the type of activity.
4. Exemptions from permit:
- a. Vendors registered with the Mount Vernon Chamber of Commerce to participate in Apple Butter Makin' Days. Said vendors will be subject to Lawrence County Health Department rules and other provisions of the City Code as required.
  - b. Accessory structures for seasonal/temporary uses by permanent business(es) located on a zoning lot.
  - c. Other activities approved by the City prior to adoption of these regulations.
  - d. Temporary uses by not-for-profit organizations primarily for fund-raising where third-party vendors are not present.  
[Ord. No. 2.191, 7-10-2018]
  - e. Exempt activities still subject to site requirements for traffic safety and emergency vehicle access.