



**Office of the Clerk**  
 505 Walnut Street, Suite 1  
 Monticello, MN 55362  
 (763) 295-2711 • [info@ci.monticello.mn.us](mailto:info@ci.monticello.mn.us)

**Transient Merchant Permit  
 Application Checklist**

PROPERTY LOCATION INFORMATION	
Property Address	
Property Legal Description	
Property ID Number	
PROPERTY OWNER INFORMATION	
Owner Name	
Owner Address	
Owner Phone	
Owner Email	
APPLICANT INFORMATION	
Applicant Name	
Applicant Address	
Applicant Phone	
Applicant Email	
Applicant Status	<input type="checkbox"/> Private <input type="checkbox"/> Non-profit
Employer/Supplier Name	
Employer/Supplier Address	
Employer/Supplier Phone	
TRANSIENT MERCHANT BUSINESS OPERATIONS	
Duration of Operation (mmddyy)	From: _____ To: _____ Total # Days: _____
Days of Week for Operation	
Hours of Operation	From: _____ To: _____
Type of License Requested (also refer to Fee Schedule)	<input type="checkbox"/> Annual PLUS daily fee <input type="checkbox"/> Daily <input type="checkbox"/> Produce Only <input type="checkbox"/> Fireworks Sales <input type="checkbox"/> Traveling Show
Note: Uses include garden centers, veggie stands, precious metal buyers, multi-vendor shows, carnivals, etc.	

APPLICANT CHECK	APPLICATION SUBMITTAL REQUIREMENTS	CITY CHECK-IN
	A site drawing showing all information necessary to accurately depict how the proposed use will function on the site. Information required on the site plan shall include but not be limited to: 1. The location of all existing and proposed structures; 2. Driveways and parking areas; 3. Proposed location and number of parking spaces; 4. Proposed storage spaces; 5. Proposed location of temporary signage; 6. Natural features such as woodlands, wetlands, shorelines, etc.	
	For interior business operations, provide separate drawing showing the layout of the business operation inside existing or proposed structures.	
	A letter from the Property Owner on company letterhead granting permission to the Applicant for location use and dates.	

	<p>A written narrative including:</p> <ol style="list-style-type: none"> <li>1. A brief description of the nature of the business, how it will function on the property, product descriptions, number of vendors involved (limit 12), and any other information necessary to fully describe the request; and</li> <li>2. An explanation of how the proposed transient merchant business operation will meet the review criteria specified by city code, as well as any additional conditions that may apply for the specific use. (see attached lists P. 3-4)</li> <li>3. References: <ul style="list-style-type: none"> <li>• List several municipalities in Minnesota where applicant last carried on a similar business, including locations where business was conducted.</li> <li>• Provide 2 references (name, address, contact info) certifying the applicant's good character and business experience.</li> </ul> </li> </ol> <p>Note: City reserves the right to request applicant to submit information to conduct a criminal history and financial background check.</p>	
	Electronic copies of all drawings and narratives are requested.	
	Applicable merchant fees as listed in current Fee Schedule. Building and temporary sign permit fees may be required in addition.	

**Applicant's Statement**

This application shall be processed in my name and I am the party whom the City should contact regarding the application. I have completed all of the applicable filing requirements and I hereby acknowledge that I have read and fully understand the applicable provisions of the City Ordinances and current policies related to this application and that the documents and information I have submitted are true and correct.

(Signature)	(Date)
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**Complete Application Required**

The review and consideration of an application submitted shall only occur if such application includes all items that are required in support of the application and is deemed complete by the Office of the Clerk.

**Application Submission Schedule**

Application, required information, and payment must be submitted no later than 14 working days prior to desired approval date.

**CITY APPROVAL**

(Clerk/Deputy Clerk Signature)	(Date)		
(Community Development Director Signature)	(Date)		
Transient Merchant Permit is Approved <input type="checkbox"/>	Date:	Amount Paid:	Receipt Number:

**Approval is granted with the following conditions:**

## **Transient Merchant Review Process**

- The Office of the Clerk and Community Development Department will review all Transient Merchant Permit applications.
- Applications determined to conform with the Transient Merchant ordinance of the Monticello City Code and listed below shall be approved by the Office of the Clerk with any conditions deemed necessary.
- Applications determined to conform with the applicable sections in Monticello Zoning Code and listed below shall be approved by the Community Development Department with any conditions deemed necessary.
- A copy of the approved permit shall be provided to the applicant which may include conditions and comments.

## **Transient Merchant Permit - Approval Criteria**

Approval of a Transient Merchant Permit shall only be granted after it has determined the use shall:

- Be restricted to one transient merchant permit at the location at any given time;
- Not allow any display or offer of sale within the public right-of-way or within the front or side yard setback of the zoning district;
- Not be detrimental to property or improvements in the surrounding area or to the public health, safety, or general welfare;
- Be compatible with the principal uses taking place on the site;
- Not have substantial adverse effects or noise impacts on nearby residential neighborhoods;
- Not include permanent alterations to the site;
- Not allow signage in violation of code provisions and not be placed in right-of-way;
- Not maintain temporary signs associated with the use or structure after the activity ends;
- Not violate the applicable conditions of approval that apply to a site or use on the site;
- Not interfere with the normal operations of any permanent use located on the property; and
- Contain sufficient land area to allow the temporary use to occur, as well as adequate land to accommodate the parking and traffic movement associated with the temporary use, without disturbing environmentally sensitive lands.
- Not create an unreasonable risk of significant:
  1. Damage to public or private property, beyond normal wear and tear;
  2. Injury to persons;
  3. Public or private disturbances or nuisances;
  4. Unsafe impediments or distractions to, or congestion of, vehicular or pedestrian travel;
  5. Additional and impracticable or unduly burdensome police, fire, trash removal, maintenance, or other public services demands; and
  6. Other adverse effects upon the public health, safety, or welfare.

## **Transient Merchant Permit - Conditions of Approval**

- In approving the Transient Merchant Permit, the City is authorized to impose such conditions upon the issuance of the permit as may be necessary to reduce or minimize any potential adverse impacts upon other property in the area, as long as the condition relates to a situation created or aggravated by the proposed operation. The City, where appropriate, may require:
  1. Provision of temporary parking facilities, including vehicular access and egress.
  2. Control of nuisance factors, such as but not limited to, the prevention of glare or direct illumination of adjacent properties, noise, vibrations, smoke, dust, dirt, odors, gases, and heat.

3. Regulation of temporary buildings, structures and facilities, including placement, height and size, location of equipment and open spaces, including buffer areas and other yards.
  4. Provision of sanitary and medical facilities.
  5. Provision of solid waste collection and disposal.
  6. Provision of security and safety measures.
  7. Modification or elimination of certain proposed operations.
  8. Regulation of hours and days of operation, including limitation of the duration of the permit to a shorter time period than that requested or specified in this subsection.
  9. Submission of a performance guarantee to ensure that any temporary facilities or structures used for such proposed operation will be removed from the site within a reasonable time after the expiration of the permit and that the property will be restored to its former condition.
- The City may revoke a Transient Merchant permit for any of the following causes:
    1. Fraud, misrepresentation or incorrect statements contained in the application or made in the course of carrying on the business operations.
    2. Violation of the Transient Merchant ordinance.
    3. Conviction of any crime or misdemeanor.
    4. Conducting business in an unlawful manner or in such a manner as to constitute a breach of peace or to constitute a menace to health, safety, or general welfare of the public.

#### **Duration of Permit**

A Transient Merchant permit shall be authorized in accordance with the business operations as outlined in this application, unless otherwise specifically authorized by the Office of the Clerk.