



# TOWN OF VESTAL

Building Construction ... Code Enforcement ... Fire Codes

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## PROPERTY USE BY OTHER-THAN ON-SITE BUSINESSES

This includes people setting up in addition to the business on site OR on the site of a vacant commercial zoned property. (Temporary Peddlers)

If people want to use commercially zoned properties and that person, group or entity is not the business that has been permitted to occupy the property or the property is vacant or empty, then this is the procedure for gaining approvals for these types of uses.

1) **Not-for-profit group** operating and conducting the activity with their people on the site for the entire time the event will be in progress;

- ▶ A who, what, when, where, where on the site, etc. letter needs to be prepared.
- ▶ Page 2 of this information filled out as well.
- ▶ Submit this information to the Code Enforcement Department, we will review with the Planning Board and give approvals or issue change notices or deny the use.

A peddler's permit is required from Town Clerk. The entity applying for this permit may be either the NFP or a secondary supplier, (food provider, etc). The fee may be waived.

If the not-for-profit is cooking food, it may be allowed to produce smoke.

Except for the peddler's permit sign on the "day-of-the-show, all other signs need permits issued. THE FEE IS ~~\$20.00~~ FOR EACH SIGN. Apply to the Code Enforcement Office.

2) **Other than a not-for-profit group using a site.** Submit the requested information noted in these pages and fill out a peddler's permit from the Town Clerk and follow the instructions and regulations governing peddlers. The Town clerk will contact the Code Enforcement Office and Planning Department for site review.

Only one sign is permitted for use while the peddler's permit is in effect and the use is actually in operation. That sign cannot be greater than 4 feet by 4 feet. It must be fastened so it won't blow away! The sign cannot be closer than 20 feet from a property boundary.

In these instances, cooking cannot produce smoke! See Chapter 12, Article VII, Division 1, Section 12-156

Except for the one, single peddler's permit sign, all other signs need permits issued. See above. Fee is required!

PEDDLER PERMIT QUESTIONNAIRE FOR CODE ENFORCEMENT

In addition to the letter noted on the previous page, please fill in applicable information.

Business Name: \_\_\_\_\_

Business Operator's Name: \_\_\_\_\_

Contact Information: Phone(s): \_\_\_\_\_

E-Mail: \_\_\_\_\_

Set-up Site Address: \_\_\_\_\_

Site Property Owner: \_\_\_\_\_

- ▶ A detailed site plan is required to be submitted to show the location(s) of:  
 Equipment  Vehicles  Parking  Sign  Product display(s)  Tables etc.

- ▶ Describe this proposed business and site display: Does this use include;

An enclosed trailer or other type of contained vehicle? \_\_\_\_ Y N \_\_\_\_

If Yes, this vehicle is not permitted to remain on this site, except for the time period that the peddler business is open and operating.

- ▶ Will this business operation produce smoke? \_\_\_\_ Y N \_\_\_\_

If yes, does it involve the use of:

\_\_\_\_ Open Fire    \_\_\_\_ Charcoal    \_\_\_\_ Grill    \_\_\_\_ Inside cooking equipment

Provide details: Are you building a cooking pit? Is the equipment towed to the site? Etc.

\_\_\_\_\_

\_\_\_\_\_

- ▶ Is this event or business being sponsored by a not-for-profit organization? \_\_\_\_ Y N \_\_\_\_

If yes, which NFP organization? \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_