



KIMBERLEY DRISCOLL
MAYOR

CITY OF SALEM, MASSACHUSETTS
LICENSING BOARD
93 WASHINGTON STREET 2nd FLOOR
SALEM, MA 01970
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APPLICATION FOR OUTDOOR MERCHANDISE FACILITY

BUSINESS

NAME: _____ OWNER/MANAGER: _____

BUSINESS ADDRESS: _____ PHONE NUMBER: _____

24-HOUR CONTACT NUMBER (In case of issues outside of normal business hours): _____

E-MAIL ADDRESS: _____

BUSINESS HOURS OF OPERATION: _____

DATES YOU PLAN TO SET UP OUTSIDE: _____

LENGTH OF BUSINESS FRONTAGE: _____

(See 'Definitions' section in the regulations for how to measure business frontage)

WILL YOU BE: ☐ DISPLAYING MERCHANDISE OR ☐ SELLING MERCHANDISE?

TYPE OF FACILITY: ☐ CART OR TABLE ONLY ☐ TENT ☐ CLOTHING RACK

DIMENSIONS OF FACILITY: _____LENGTH _____WIDTH _____HEIGHT

PLEASE LIST THE MERCHANDISE FROM YOUR BUSINESS THAT WILL BE SOLD OUTSIDE:

(You may only sell merchandise on your outdoor vending facility that is sold in your store; you may not sublease space on your facility for the sale of others' merchandise, tickets, etc.)

IF YOU ALLOW SOMEONE TO SELL MERCHANDISE IN YOUR CITY SPACE ASSIGNED TO YOUR SHOP THEY WILL BE REMOVED, AND YOU WILL NOT BE ALLOWED FUTURE SPACE OUTSIDE.

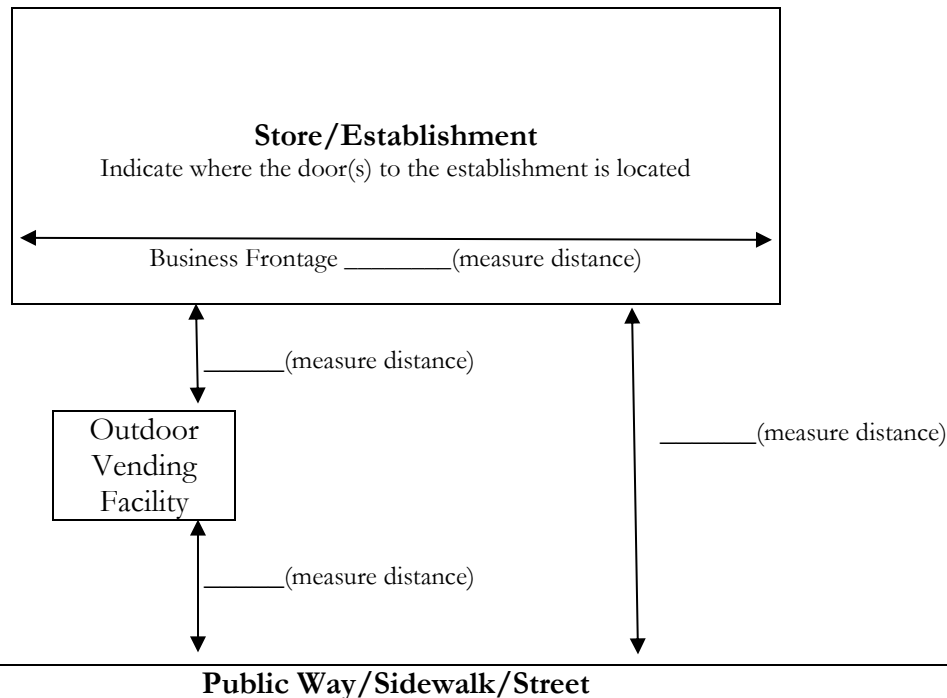
PLEASE COMPLETE BOTH PAGES OF THE APPLICATION FORM AND RETURN TO THE LICENSING DEPARTMENT WITH \$25.00 APPLICATION FEE IN ACCORDANCE WITH THE BOARD'S FILING DEADLINES.

Site Plan Diagram

Instructions: Applicants must sketch in the proposed location of the outdoor vending facility as well as any poles, bollards, fire hydrants, trees, planters, or other features within the public or private right-of-way/sidewalk adjacent to the store/establishment.

The applicant shall provide exact measurements for distances between the proposed facility and the building and any other features (as listed herein) within the public or private right-of-way/sidewalk adjacent to the store/establishment.

This is a sample of the type of diagram needed. Please alter this form or create your own that includes all other features within the public way and the distances to each.



What is the measurement between the door to the establishment and the location of the proposed facility? _____

Provide the following information/documents:

- ☐ Description of outdoor merchandise facility (i.e. color, material, specification sheet, photographs, etc.)
- ☐ Proposed signage, if applicable (text of sign, dimensions, and location on facility)
- ☐ Photographs of the building and sidewalk showing where the outdoor vending facility is proposed

In accordance with the Salem Building Department you must leave a 4-foot handicap access path in front of your business for wheelchairs to pass by unobstructed. If any city official asks you to move your setup you must comply.