

**PLAINFIELD CHARTER TOWNSHIP  
APPLICATION FOR LICENSE**

**SEASONAL SALES**

**\*\*CHRISTMAS TREES, PUMPKIN, AND FLOWER SALES ONLY\*\***

Name of Applicant: \_\_\_\_\_

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

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Location of Operation: \_\_\_\_\_

Dates of Operation: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Item(s) Being Sold: \_\_\_\_\_

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**REGULATIONS**

You must comply with the rules and regulations established in Chapter 10 - Article III - Division 6 *Seasonal Sales* and the *Temporary & Permanent Tents, Canopies, and Membrane Structure* requirements, if applicable.

You must submit

- A site plan showing the following:
  1. Any existing structures on the premise including ingress and egress locations on the site
  2. If using a tent, canopy or membrane structure please include the size and location
  3. Setback measurements from property lines to your location
  4. Identify customer parking areas
  5. Sign details, including size and specific location (one sign is permitted, no greater than 16 square feet in size)- ***no flags, pennants or flashing lights***)
- A letter of authorization from the property owner for the use of their property.
- Certificate of Liability Insurance (if applicable)

**CERTIFICATION**

I hereby certify that I have read and will comply with the rules and regulations established in Chapter 10 *Businesses*; Article III *Sales*; Division 6 *Seasonal Sales* and the *Temporary & Permanent Tents, Canopies, and Membrane Structure* requirements, if applicable.



\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PAYMENT METHOD**

- Cash (in person payments only)
- Check
- Credit Card (A 2.5% convenience fee is charged on credit or debit card payments)

**CREDIT CARD PAYMENT INFORMATION**

Credit Card Type (check box):                          

Cardholders Name: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_          CVV Code\*: \_\_\_\_\_

\*The CVV number is the three digit number located on the back of Visa, MasterCard and Discover credit cards, or for American Express, the four digit number above the credit card account number on the front of the card.

Billing Information:    Address: \_\_\_\_\_

City: \_\_\_\_\_    State: \_\_\_\_\_    Zip: \_\_\_\_\_

E-mail address for receipt: \_\_\_\_\_

**By signing below I am acknowledging that I understand that there will be a 2.5% convenience fee charged on the credit or debit card payment.**

Signature of Credit Card Holder: \_\_\_\_\_

**OFFICE USE ONLY**

**Inspections/Approvals:**

Community Development Department - Zoning                          Initials: \_\_\_\_\_

Fire Department - All Regulations    Initials: \_\_\_\_\_

**Security Deposit (if required): \$200.00 (refundable)**

Date received: \_\_\_\_\_                                  Date returned: \_\_\_\_\_

**Fee: \$30.00**

Date received: \_\_\_\_\_                                  Initials: \_\_\_\_\_

License number: \_\_\_\_\_