



TOWN OF BUCKSPORT, MAINE

OUTDOOR VENDOR BUSINESS LICENSE APPLICATION

BUSINESS OWNER INFORMATION:

Name of Principal Owner _____
 Mailing Address _____
 City/Town _____ State _____ Zip _____
 Telephone # _____ Cell # _____
 E-Mail Address _____

Is the business owner the owner of the property where the business will be located? Yes No
 If the answer is no, and the property is privately-owned, written permission from the property owner must be included with this application.

BUSINESS INFORMATION:

Name of Business _____
 Mailing Address _____
 City/Town _____ State _____ Zip _____
 Telephone # _____ Cell # _____
 E-mail Address _____

BUSINESS DESCRIPTION: (please check where applicable)

Type of Business: Corporation Partnership Sole Proprietorship
 Business Location (Street Address or other description) _____

Business Hours: _____

Proposed date(s) of operation: _____

Type of Vendor Service: Parked van or trailer
 Parked car or pick-up
 Stand or tent
 Mobile vehicle (ice cream truck or similar)
 Push-cart or other small non-motorized method of product display

Type of Products: Food Merchandise Services

Please provide a description of products: _____

Will seating be provided for customers: Yes No

I certify with my signature below that the information provided in this application is true and accurate to the best of my knowledge.

SIGNATURE

DATE

PRINTED NAME

FOR OFFICE USE

DATE RECEIVED _____

OUTDOOR VENDOR TYPE: SITE MOBILE STREET

FEE: _____ PAID _____

OUTDOOR VENDOR LICENSING INFORMATION

The following information is from Chapter 6 of the Bucksport Town Code, effective as of February 11, 2017. This information is applicable to outdoor vendor licenses. Please refer to Chapter 6 for complete information about the administration and enforcement of business licensing in the Town of Bucksport.

FROM SECTION 5 LICENSE & PERMIT FEES

Outdoor Vendor License Fees

Site Vendors (Van or Trailer)	\$40.00
Site Vendors (Car or Pick-up)	\$20.00
Site Vendors (Stand or Tent)	\$20.00
Mobile Vendors	\$20.00
Street Vendors	\$20.00

FROM SECTION 1 ADMINISTRATION

1.6 Administrative Procedures: First Time Municipal Licenses and Permits

- 1.6.1 The Town Clerk shall receive and process applications for a first time municipal license or permit in accordance with the procedures identified in this section.
- 1.6.1.1 Applications shall be submitted on forms provided by the town.
- 1.6.2 Upon receipt of an application for a first time municipal license or permit, the Town Clerk shall determine if the following requirements have been met:
1. The application has been completed and signed by the applicant.
 2. The required fee identified in Section 5 has been submitted.
 3. All required land use permits have been issued, if applicable.
 4. Written permission from the property owner, if other than the applicant, has been submitted.
- 1.6.3 The Town Clerk shall notify the applicant of any applicable requirement in Section 1.6.2 that has not been met. In the event all applicable requirements are not met, the Town Clerk shall note the deficiencies in the record for subsequent review.
- 1.6.4 The Town Clerk shall request a CFP Review to be conducted in accordance with the requirements of Section 1.9 for all first-time municipal license and permit applications.
- 1.6.5 The Town Council may require a public hearing for any first time municipal license application or permit subject to Town Council approval if deemed necessary to support the purposes of this chapter. The applicant or authorized agent must be present at a public hearing on their application.
- 1.6.6 The Town Council or Town Clerk, as applicable, shall consider the CFP Review recommendations, any deficiencies noted in the record, any public comments, and the applicable requirements identified in Section 2, and approve or deny an application for a first time municipal license or permit.
- 1.6.7 The Town Council or Town Clerk, as applicable, may grant approval of a first time municipal license or permit with any condition of approval deemed necessary to support the purposes of this chapter.
- 1.6.8 If a first time municipal license or permit is approved, the Town Clerk shall issue the license within 10 days of the approval.
- 1.6.9 If a first time municipal license or permit is denied, the applicant shall be provided with a written decision within 10 days of the decision. The applicant shall also be provided with information about the right to appeal the decision in accordance with Section 7.
- 1.6.9.1 All fees submitted by the applicant shall be retained by the town.

1.9 Administrative Procedures: CFP Reviews

- 1.9.1 A Code, Fire and Police (CFP) Review shall be conducted in accordance with the procedures identified in this section. The review shall be conducted by the Code Enforcement Office, Fire Department and Police Department for applications for first time municipal licenses and permits, municipal license and permit renewals, and applications for municipal approval of state licenses, permits and registrations. A CFP Review shall conclude with a recommendation to approve or deny a license, permit or registration.
- 1.9.2 A recommendation from the Code Enforcement Office shall be based on a review of local land use and zoning regulations, building standards, property maintenance regulations, and plumbing and subsurface wastewater disposal regulations enforced by the town.
- 1.9.3 A recommendation from the Fire Department shall be based on a review of life safety and fire prevention regulations enforced by the town.
- 1.9.4 A recommendation from the Police Department shall be based on a review of local public safety regulations and state laws enforced by the town.
- 1.9.5 A CFP Review shall include an inspection of the premises to the extent deemed necessary by the reviewing authorities.
- 1.9.6 A recommendation for approval shall be made upon finding that the applicant is in compliance with all applicable provisions of this chapter.

- 1.9.7 A recommendation for conditional approval may be made to address any compliance issue identified during a CFP Review.
- 1.9.8 A recommendation for denial must be based on any of the following conditions, as applicable:
1. The applicant has been convicted of any Class A, B, or C crime.
 2. The premises or its use is noncompliant with any municipal zoning or other land use ordinance not directly related to liquor control, or any applicable provision of Section 2 of this chapter.
 3. There are conditions of record such as waste disposal violations, health or safety violations, or repeated traffic or parking violations on or in the vicinity of the premises and caused by persons patronizing or employed by the premises.
 4. There are conditions of record caused by persons patronizing or employed by the premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the premises to use their property in a reasonable manner.
 5. There are repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law in the vicinity of the premises and caused by persons patronizing or employed by the premises.
 6. There is a violation of any applicable provision of Title 28-A M.R.S.A.
 7. Server training in a program certified by the State of Maine has not been completed by individuals who serve alcoholic beverages.
 8. There is a violation of any applicable provision of the Bucksport Town Code.

FROM SECTION 2 MUNICIPAL LICENSE STANDARDS

2.3 Outdoor Vendors (Site Vendors, Mobile Vendors, Street Vendors)

- 2.6.1 A municipal license shall be required for an Outdoor Vendor.
- 2.6.2 The Town Council shall approve or deny the licensing of Outdoor Vendors in accordance with the requirements of this chapter.
- 2.6.3 An Outdoor Vendor license expires December 31st each year and is not a renewable license. A new application review in accordance with the requirements identified in Section 1.6 shall be required for previously licensed Outdoor Vendors.
- 2.6.4 The Town Council may set dates on which a Site Vendor may or may not occupy a location.
- 2.6.5 An Outdoor Vendor license shall identify the approved location(s) to be occupied. Additional locations may be approved by the Town Council during the term of a license.
- 2.6.6 A Mobile Vendor or Street Vendor license may be limited to a prescribed route, if deemed necessary by the Town Council to support the purposes of this chapter.
- 2.6.7 No Outdoor Vendor may operate on or along any portion of the Bucksport Waterfront Walkway, except as part of a town-approved event.
- 2.6.8 No Outdoor Vendor may occupy any public parking space on Main Street, except as part of a town-approved event.
- 2.6.9 An Outdoor Vendor license is not required for any charitable, educational, religious or fraternal organization.
- 2.6.10 A single Outdoor Vendor license shall be required for a farmers' market. The license shall be issued to the market's operator or authorized agent. Vendors are not required to be licensed individually to participate in a farmers' market.

FROM SECTION 8 DEFINITIONS

Outdoor Vendor: A person engaged in the business of selling one or more products at a temporary outdoor location on public or private property. Outdoor Vendors are classified as follows:

Site Vendor: A person that offers products or services from a parked vehicle or trailer, or other portable structure installed at one location.

Mobile Vendor: A person that offers products or services from a moving motor vehicle, using signage or audible sounds to attract attention along the way, and stopping whenever anyone signals interest.

Street Vendor: A person that offers products or services by standing or walking without structural displays, or by using a pushcart or similar non-motorized moveable method for display.

Chapter 6 may be viewed at the Bucksport Town Office during regular business hours. Copies may be obtained for a fee. Chapter 6 may also be viewed on the town's website, bucksportmaine.gov.

Please direct your questions to Jacob Gran, Town Clerk (jgran@bucksportmaine.gov)