

TOWNSHIP OF LIVINGSTON

Tent Sale Checklist

In order to obtain approvals and/or permits for a tent sale, the following procedures must be followed per Township Ordinance *Chapter 244 below:

1. Applicant shall first submit a fully completed application to the Building Department for Township Council approval at the *next monthly council meeting*. The following items must be submitted with application, and no fee is required at this time.
 - A permission letter from sponsoring organization or commercial establishment.
 - A sketch of property showing approximate location of tent.
 - A description of any sign to be used including sign type, size and location.
2. Upon receiving notification of approval, applicant will pay a **\$1,500 approval fee** to the Building Department made payable to “*The Township of Livingston.*”
3. After approval, notify the Livingston Township Police Department of the dates and time of operation. If a traffic officer is needed, you must make arrangements with the Police Department by contacting Captain Gary Marshuetz at 973-992-3000 ext. 2202 or Lieutenant Jay van de Beek at ext. 2901.

APPLICANT MAY ALSO NEED THE FOLLOWING ADDITIONAL PERMITS:

Contact the Livingston Building Department at 973-535-7957 to determine if a separate building permit is required for building, electric or fire for this tent. **Fee to be determined upon review.**

Contact the Livingston Fire Department at 973-992-2373 to determine if a fire permit is necessary. **The Fire Department permit fee is \$45.**

** Per Chapter 244 SALES, SPECIAL, Township Ordinance No. 20-2004, the following subsections must be adhered to in order to hold an outdoor tent sale:*

Article III. Tent Sales

244-23. Type of sale regulated.

Any outdoor retail sale or auction open to the general public, commonly known as a “tent sale” but not limited to that designation, conducted on the exterior portions of a retail establishment by a person or entity other than by the owner or operator of such establishment are subject to compliance with all terms and conditions as set forth in this article

244-24. Submission of Application.

Any person or entity described in 244-23 wishing to conduct a tent sale or similar outdoor retail activity shall submit an application to the Township Manager. The application shall specify the nature, scope, duration and location of the proposed outdoor sales activity as well as the consent of the sponsoring organization or commercial establishment. The Township Manager shall submit each request to the Township Council with his recommendations as to the appropriateness of approving the application.

244-25. Approval by Council.

No outdoor sales activity under this article shall be undertaken unless and until approval in writing has been issued by the Township Manager upon approval by the Township Council.

244-26. Permit Fee.

A permit fee in the amount of \$1,500 shall be paid immediately upon receiving notice of approval to conduct requested activity.

TOWNSHIP OF LIVINGSTON

Tent Sale Application for Town Council Approval

Approval Fee: \$1,500

Date: _____

Applicant Information

Company: _____

Contact: _____

Address: _____

Phone: _____ E-mail: _____

Property Owner Information You must obtain a letter of permission from the sponsoring organization / commercial establishment who is allowing you to hold this sale. Please attach the letter to this application.

Company: _____

Contact: _____

Address: _____

Phone: _____ E-mail: _____

Duration of sale: _____

Specify nature and scope of sale: _____

Hours of operation: _____

Location of tent: Provide a sketch of the property showing the approximate location of the tent.

Signage: Describe sign type, size and proposed location. _____

Any incorrect or falsified information will render this application and any approvals based on it void.

Applicant Signature: _____ **Date:** _____

FOR OFFICE USE ONLY

Date of Issuance: _____

Amount Received: \$ _____

Cash

Check: Number _____