



Town of Topsham, Maine
100 Main Street
Topsham, Maine 04086
www.topshammaine.com
Codes Enforcement Office
PH (207) 725-1723/ FX (207)725-1737

SEASONAL RETAIL SALES LICENSE APPLICATION

In order to support and promote local agricultural practices, the Town of Topsham seeks to create an opportunity for local agricultural producers to sell their products in expanded areas in Town, from which they are currently restricted, in an expanded "farmer's market" manner. Seasonal Retail Sales is the sale of agricultural and horticultural products, excluding animals, manure, equipment, bulk products and chemicals and is allowed with a license from the Codes Enforcement Officer in all zones except MUC, MUC-1, BP, CC 196 and (I) provided the sales operation complies with section 225-60.5 of the Town Code. A Seasonal Retail Sales operation must also be in compliance with [State of Maine title 7 §415 FARMERS' MARKET](#). If this describes your proposed sales operation, please complete this Seasonal Sales License Application.

A single temporary sign may be installed in accordance with ordinance chapter 225-33 (see Sign, Seasonal Occupation) for any operation issued a Seasonal Retail Sales license.

The following agricultural sales *do not* require a Seasonal Retail Sales license but one may be obtained if requested:

- If your proposal is to sell products as an accessory use to an agricultural activity located at the producers growing property, no Town approvals, permits or restrictions apply. State Title 7 §415 is still applicable.
- If your proposal is to sell products as a retail business not under the limitations of 225-60.5, approval from the Topsham Planning Office is required. *Note: A seasonal Retail Sales license may be obtained in addition to an existing business use.*

Property Address of Site:

Tax Map:

Lot:

Property Owner:

Zone:

Owners Address:

Is this site in a Historic District? YES / NO

Owners Phone Number:

This application for a NEW / RENEWAL License (circle one)

Applicant:

Applicant Address:

Current Property Use:

Applicant Phone Number:

Please complete the following:

1. Attach a site plan of the lot showing the area to be used for seasonal sales, required parking, lighting (if any) and other buildings on the site. Each facility shall provide at least ten (10) on-site parking spaces, plus parking for the maximum number of employees, and shall not conflict with parking demands for the primary use of the property. Parking surfaces shall be gravel or paved. Note: If parking areas are created or expanded, Site Plan Review criteria may apply, please contact the Topsham Planning Department staff for questions;
2. No license shall be issued for more than 90 consecutive days. The 90 day period requested runs from; ____/____/____ To ____/____/____
3. No seasonal retail license shall be issued for any lot smaller than 30,000 square feet. The lot size at the proposed location is: _____ ACRES *or* _____ Square Feet
4. If this is a Renewal of a prior License: There shall be a minimum of three (3) weeks between the effective dates of any seasonal retail license; The prior License expiration was ____/____/____
5. All applications shall include provisions for site cleanup and restoration following the expiration date of the license. Please describe the site cleanup and restoration plane:

General Standards. Applicable to all License Holders:

- Hours of operation shall not begin until 9:00 a.m. and shall not extend later than 8:00 p.m.;
- Operations maybe allowed up to seven (7) days a week;
- No location shall have a seasonal retail sales license for more than twenty-six (26) weeks per year;
- No seasonal retail sales facility shall have permanent fixtures, structures, or signs, or any other permanent features;
- No seasonal retail sales uses will be allowed in any Historic Preservation District;
- All temporary lighting shall conform to the § [225-26](#);
- The Fire Chief shall be consulted on license applications;

By signing below, I state my Seasonal Retail Sales operation will be conducted in compliance with Topsham Code chapter 225-60.5 and State of Maine title 7 §415.

Applicant Signature: _____

Date: _____

For Office Use Only

FEE PAID: \$30

Is this application in Zone: MUC, MUC-1, BP, CC 196, I (not allowed in these zones) YES//NO

CEO Signature: _____

Date: _____