



CITY OF MARQUETTE OUTDOOR MERCHANDISE DISPLAY CHECKLIST

When submitting an application to the Clerk's Office, the following must be included:

- ☐ Copy of a current government-issued photo ID
- ☐ Proof of comprehensive general liability insurance (\$1M) * naming the City of Marquette as additional insured
- ☐ Fee required under the adopted City of Marquette Fee Schedule
- ☐ Site plan drawn to scale and depicting:
 - General layout, including dimensions of shelving, racks or tables
 - A pedestrian walkway that meets the ADA's minimum width requirements
 - Miscellaneous features that could encumber the walkway

Prior to a license being granted, the application materials will be reviewed and must be approved by the City of Marquette's Treasury, Fire, Community Development, and Police Departments. To expedite the process, a business owner can reach out to the City Fire Inspector to schedule a fire inspection, if necessary.

For Office Use Only:

- ☐ Fire Department Approval
- ☐ Police Department Approval
- ☐ Treasury Department Approval
- ☐ Community Development Department Approval

CITY OF MARQUETTE

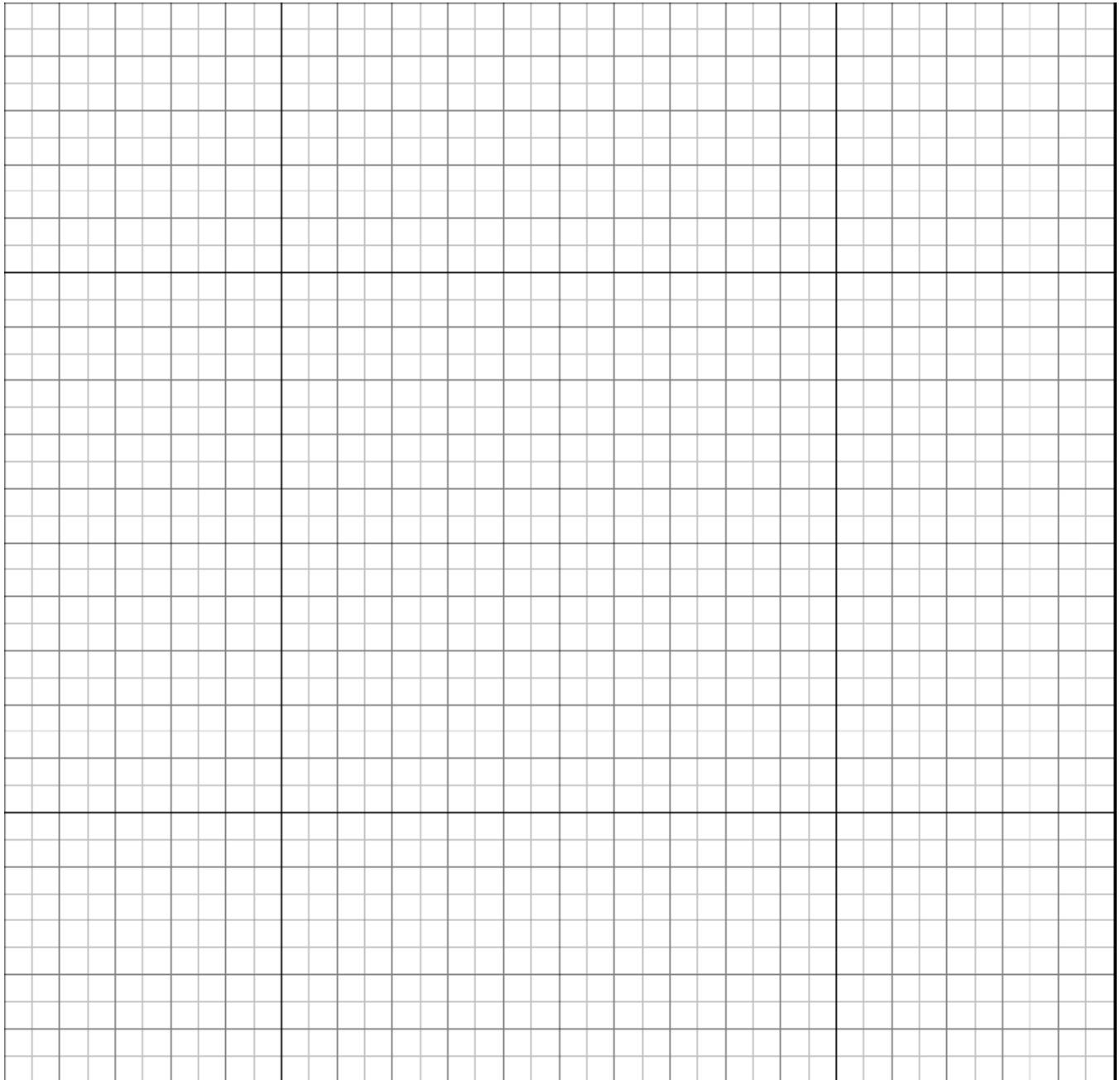
OUTDOOR MERCHANDISE ADDITIONAL INFORMATION

Location of Temporary Structures

The following information must be shown on a plot graphic for each location of intended sales:

Show approximate property lines and dimensions on the plot graph below, or on an aerial photograph of the property. Also show the following features on the same sheet:

- Show and label abutting streets and sidewalks.
- Show and label all permanent and temporary structures – including any intended for your use in the business for which you are seeking a license.
- Show approximate distances between the temporary structures and property lines.
- Show driveway location and all marked and unmarked (known) parking spaces.



All temporary structures must comply with the City's Land Development Code



CITY OF MARQUETTE BUSINESS LICENSE APPLICATION

Upon submission, attach a copy of a current government issued ID to this form

TYPE OF LICENSE: _____

APPLICANT/OWNER NAME: _____

APPLICANT/OWNER ADDRESS: _____

PHONE NUMBER: _____ DATE OF BIRTH: _____

EMAIL ADDRESS: _____

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

By signing below, the applicant attests that they have read this application packet, including the relevant sections of the Marquette City Code, and agrees to abide by the requirements detailed therein.

Applicant Signature

Date

This application will be reviewed by the Police Chief, the Fire Chief, the Treasurer, and the Planning/Zoning Official of the City of Marquette and must receive their endorsement prior to any license being issued by this office. This process can take up to 10 business days to conclude.