



Farmers Market Permit Application

Sec. 24-92 of the Code of Ordinances states that any person desiring to operate a farmers' market shall file a written application with the city clerk, on a form to be furnished by the city clerk. Said application shall be subject to the review of the city manager or their designee. The city manager shall review and make final determination on the application. All persons desiring to sell foods or articles at a farmers' market shall be required to complete a registration form which shall be filed with the market manager or their designee and subject to the approval of the city manager. The market will be subject to the market Operating Rules which shall be available from the City Clerk. There is no fee for this application.

Applicant: _____ Is Applicant the property owner? Yes No

Who will serve as the Market Manager? _____

Daytime Phone Number: (_____) _____ - _____

E-mail: _____

Mailing Address: _____

Address of proposed farmer's market Location: _____

Parcel Number: 41- _____ - _____ - _____ - _____ Zoning District: _____

Liability Insurance See attached Not Applicable

(The applicant must have City Council approval to hold a farmer's market on public property)

Does the Applicant agree to abide by the Farmer's Markets Ordinance and the Outdoor Farmer's Market Rules? Yes No

What dates and time do you propose to hold an Outdoor Farmer's Market?

Will the applicant require any City services?

-Road Closure -Water -Electricity -Bathrooms

(There may be a fee associated with making city services available onsite)

Applicant's Signature: _____

City Manager's Authorization: Yes No Date: ____/____/____

City Manager's Signature: _____

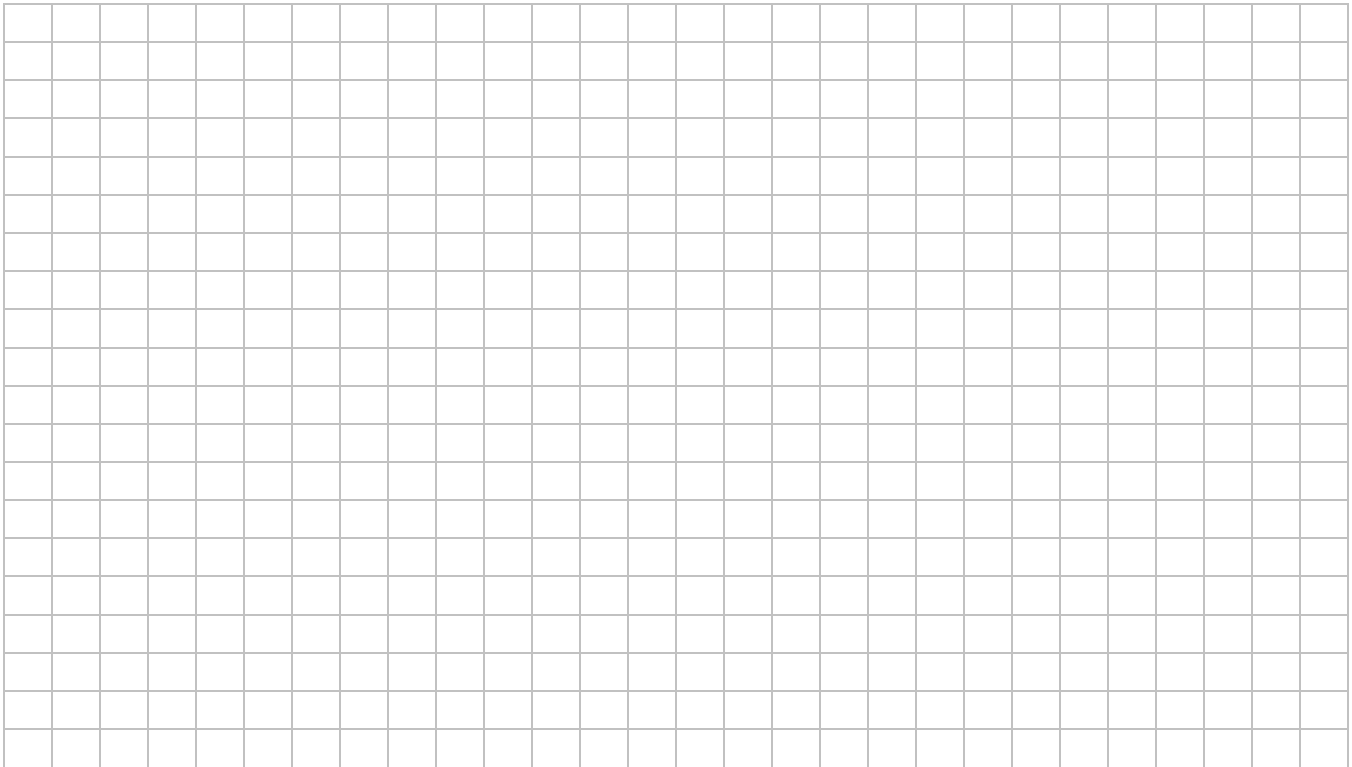
City of Cedar Springs Property Sketch

- A complete and accurate drawing is required for all permits.
- Applicant may attach drawing or use scale below.

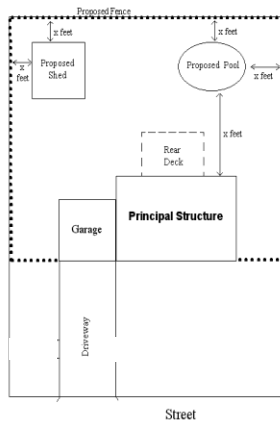
Farmer's Market Property Address: _____

Please show and label:

- Property lines
- All setbacks (from front, side and rear property lines)
- All structures
- Approximate edge of any wetlands or streams on the property
- County drains or water bodies on the property
- Driveways
- Easements
- Electrical Lines
- Fences & Gates
- Pools
- Streets



Example of
Complete
Property
Sketch:



OUTDOOR FARMERS MARKET RULES

1. Any person seeking to operate a farmer's market in Cedar Springs must receive a permit to do so from the City. Permit applications are available at City Hall.
2. Persons/vendors may only sell foods or articles at an organized farmer's market that has been applied for and permitted by the City.
3. All persons/vendors desiring to sell foods or articles at a farmers' market shall be required to complete a registration form, distributed by the market manager, detailing information including at minimum mailing and contact information, business details, tax information, a description of food or articles to be sold, acknowledgement that all persons/vendors intend to follow all Michigan, Kent County, and Cedar Springs rules, statutes or ordinances including Michigan's Cottage Food Law, PA 113 of 2010, other such details as required by the market manager and a signature signifying that the vendor has read and understands the registration form, market rules and other applicable rules, intends to abide by same and has attached a copy of any required insurance to the registration form. All registration forms shall be kept by the market manager and shall be made available to the City upon request. The registration form must be completed by vendor and returned to the Market Manager prior to the vendor being allowed to sell at the farmers market.
4. The Market Manager shall set days and hours of operation including, if necessary, put-up and tear down time. These hours of operation shall be in accordance with all City Ordinances including noise restrictions.
5. The Market Manager may require vendors to hold liability or other insurance and provide evidence of coverage prior to participation in the farmer's market. If the farmer's market is held on City or public property the vendor shall name the City of Cedar Springs as additionally insured. If the farmer's market is held on private property the Market Manager may require insurance to name the property owner or other as additionally insured.
6. All products offered for sale at the market will be open for inspection by the market management and state food inspectors. Bakeries must be licensed by the Michigan Department of Agriculture and/or the State of Michigan Food Laws (MCL 289.1105 and MCL 289.4102) must be obeyed.
7. All produce must be fresh, high quality, and locally produced. The farmer's market may require evidence of product origin. The Farmers Market is for the sale of quality fresh fruits, vegetables, meats, poultry, eggs, cheese, other related food items, plants, flowers, yard and garden items space permitting.
8. Certain household and personal care value-added products may be sold. These products must be made by the seller and must have prior approval from the Market Manager. These products may include items such as detergent, soaps, aromatherapy, candles, lotion, and lip balm.
9. The sale or giving away of live animals will not be allowed at the farmers market.
10. With pre-approval from the Market Manager, Michigan raised meats may be sold at the market. All products must meet MDA and USDA requirements and labeled as required by law. Proof of meeting such requirements must be provided to the Market Manager for review and approval prior to any sales being allowed at the market.
11. The farmers market does not permit the sale of livestock, flea market items, antiques, ice-cream or similar products, craft items or any other hard goods, the sale of milk, cream, or similar products or any good forbidden from sale by state, local or federal law.
12. All food/produce/goods must be intended for consumption and meet all requirements for such. Sampling at the market is allowed with Market Manager approval.
13. All vendors must display a sign with name and address clearly visible to the public. Sign size should be a minimum 11" x 17" in size.
14. Each vendor stall must be under the "on site" supervision of a responsible person 16 years of age or older.
15. Any and all vendor generated waste; rubbish or trash must leave the market with the vendor. Vendors may not use any dumpsters and/or City trash receptacles.
16. All vendor vehicles driven on the market site must be operated in a safe and prudent manner.
17. Any individual or vendor in violation of these rules is subject to suspension or removal from the Farmers Market as determined by the Market Manager or the City Manager. Violators suspended or removed shall forfeit their rental stall fees.
18. The directions of the Market Manager, City Manager or agent must be complied with in all matters pertaining to the operation of the market. Complaints or appeals concerning the actions of the Market Manager, City Manager or agent may be made in writing to Cedar Springs Mayor at 66 S. Main St. P.O. Box 310, Cedar Springs, MI 49319.
19. Placement or assignment of individuals or vendors within a stall or area of the Farmers Market shall be in the sole discretion of the Market Manager