

**TOWN OF GRAND LAKE**

P. O. Box 99  
Grand Lake, CO 80447  
(970) 627-3435

**BOARDWALK SALES PERMIT APPLICATION**

**Please Type or Print:**

Date \_\_\_\_\_

**Business Name** \_\_\_\_\_

**Property Address** \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Phone \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

**Contact information:**

Business Owner: \_\_\_\_\_ Phone \_\_\_\_\_

Manager (if different) \_\_\_\_\_ Phone: \_\_\_\_\_

**Building Owner:** \_\_\_\_\_ Phone: \_\_\_\_\_

Building Owner Permission (if applicable): \_\_\_\_\_

**Homeowner Association Permission** (if applicable):

Homeowner's Association Name: \_\_\_\_\_

Authorized Agent Name and Title: \_\_\_\_\_

Authorized Agent Signature: \_\_\_\_\_

**Display Device Information:**

Type, size, and material of Display Devices (e.g.: wooden table 5'L x 2"D x 3'H):

\_\_\_\_\_  
\_\_\_\_\_

Total length of all display devices: \_\_\_\_\_

**Required Documents:**

1. A completed application, including fee.
2. A site plan showing where merchandise is to be displayed.
3. A copy of liability insurance. (See Municipal Code 11-4-8B-6)

Applicant certifies that all information submitted is true and correct and agrees to comply with Town of Grand Lake Municipal Code 11-4-8. The granting of this Permit does not presume to give authority to violate or cancel the provisions of any other state, local law or covenant regulating this use.

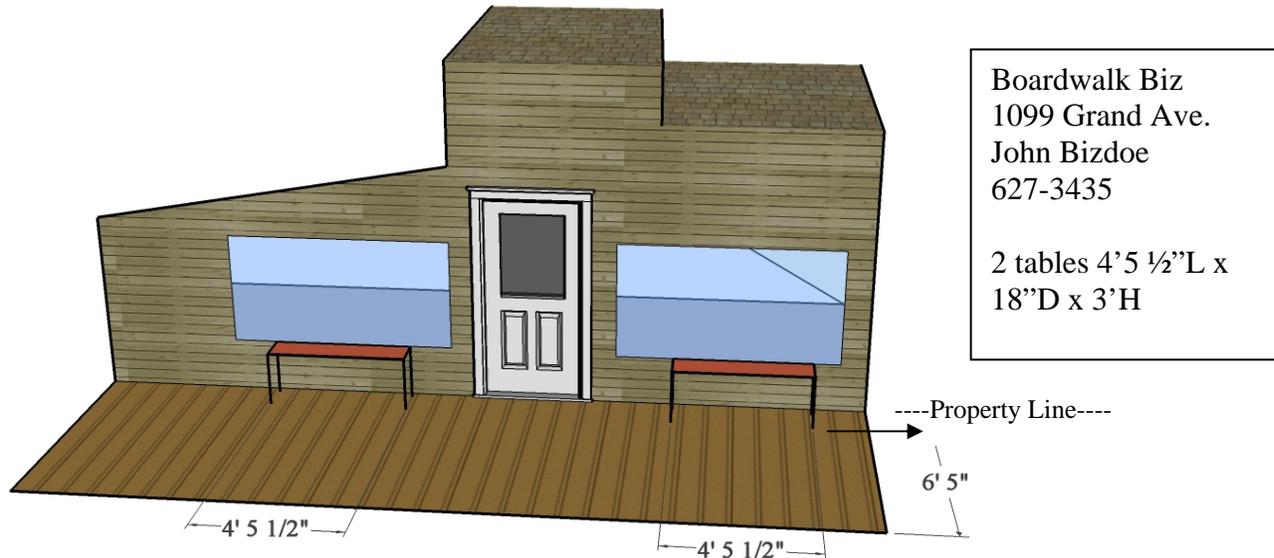
Name of Applicant: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

**THIS APPLICATION WILL NOT BE ACCEPTED IF NOT COMPLETE**

**Fee \$25.00 Paid** \_\_\_\_\_

Approved by \_\_\_\_\_  
Town of Grand Lake

## Town of Grand Lake Sample Boardwalk Site Plan



All Site plans must include the following:

1. Accurate representation to scale of the building front and boardwalk or sidewalk.
2. Location of property lines affected by the display table or rack.
3. Total length of frontage for the building.
4. Width of boardwalk or sidewalk in front of the building.
5. Exact placement of the display table or rack.
6. Measurements from the display table or rack to the street edge of the boardwalk or sidewalk and any other obstructions (such as posts).
7. A legend naming the business, the physical address, a contact person's name and phone number, and the exact measurements of the display table or rack, which includes height, length, and depth.

## **Boardwalk Sales Frequently Asked Questions**

**Q: May a business place items for sale on the Boardwalk?**

A: *A business may put items for sale on the boardwalk as long as they have completed the Boardwalk Sales Permit Application and obtained a permit from the Town prior to the placing of any items on the boardwalk. The cost of the permit is \$25.00.*

**Q: I want to place items for sale on my private property, but it looks like the boardwalk. Do I need to get a permit from the Town?**

A: *You do not need a permit from the Town as long as the items are entirely on your private property portion of the boardwalk.*

**Q: What information is required to be submitted on a site plan?**

A: *A site plan is a sketch that identifies the different improvements on your property (to scale). The site plan that you submit to the Town should address, at a minimum, the following features: Location of the business as it relates to the property boundaries, the location on the boardwalk where the display racks or tables are to be placed (including all distances from obstructions and/or the street side edge of the boardwalk), and the type and size of each display rack or table to be used.*

**Q: What is the process once the application is submitted?**

A: *Once the application and the permit fee have been submitted, the Town Manager or his designee will review the paperwork and then complete a site inspection. The Town Manager or his designee will work with the business in order to make sure that there are no misunderstandings as to the location, placement, and types of display devices to be used.*

**Q: If my permit application is denied, can I appeal the Town decision?**

A: *You can appeal the Town Manager or his designee's decision to the Board of Trustees. The Town will work with you to try and resolve any issues with the Permit and site plan, but some issues (such as variances) must be brought to the attention of the Board for approval.*

**Q: What if I want to change the display setup?**

A: *If you wish to change the setup of your outside display, the Town must be notified and the new site plan will have to be approved prior to using that setup.*

**Q: Who do I talk with at the Town?**

A: *The Code Enforcement Officer is currently the Town employee handling all Boardwalk Sales Permits. He is your best source for information. He can be reached at 970-627-3435 or [code@townofgrandlake.com](mailto:code@townofgrandlake.com).*