



5490 FIFTH STREET ~ COTTLEVILLE, MISSOURI 63304

FARMER'S MARKET LICENSE APPLICATION

*Any market held in an open area or in a structure where farmer's market vendors offer for sale to the public such items as unprocessed foods, produce, home processed food products, homemade handicraft's and items customarily sold or dispensed at a farmers market from booths or vehicles on site

**Property must be appropriately zoned for such use

PLEASE PRINT

APPLICANT OR BUSINESS: _____ DATE: _____

APPLICANT OR BUSINESS ADDRESS: _____

MARKET LOCATION: _____ WEB SITE: _____

PHONE: _____ FAX: _____ EMAIL: _____

SEASON OF OPERATION INCLUDING DATES & HOURS: _____

NAME OF OWNER IF OTHER THAN APPLICANT: _____ PHONE # _____

HOME ADDRESS: _____

NAME OF LOCAL MANAGER: _____ PHONE # _____

LOCAL MANAGER EMAIL ADDRESS: _____

Check List - ATTACH COPIES OF:

- o **Drivers License or Picture ID of Owner and Local Manager**
- o **Missouri Retail Sales Tax License stating you are in the City Limits of Cottleville**
- o **No Tax Due Letter from the Missouri Department of Revenue (Required Annually) : 573-751-9268**
- o **Proof of Good Standing with Missouri Secretary of State : 573-751-4936**
- o **If applicable, Proof of Not for Profit Status**
- o **License Fee** Payable to the City of Cottleville (Allow 30 days for processing)
 - o 1-25 Farmer's Market Vendors: \$25.00
 - o 26-50 Farmer's Market Vendors: \$50.00
 - o More than 50 Farmer's Market Vendors: \$100.00
- o **Description and Drawing** of the proposed farmer's market including: location of vendors, ingress & egress onto and off of public roadways, proposed restroom facilities, etc.
- o **If other than self provide written property owners permission**

****INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED IN PERSON OR BY MAIL AND WILL BE RETURNED.****

The information given above is true and correct to the best of my knowledge.

Signature of Officer, Owner, or Authorized Person
(Name will Appear on License)

Print Name

Title

COTTLEVILLE OFFICE USE ONLY

Date Application Received: _____ Fee Receipt: _____ Date Certificate Issued: _____

Fee: _____

Check Number: _____



FARMER’S MARKET VENDOR REPORTING REQUIREMENTS

After approval of a farmer’s market license, the **farmer’s market manager** shall provide the following information to the City at least twenty-four (24) hours prior to each farmer’s market vendor operating at the farmer’s market for the first time in a calendar year: Each report submitted consistent with the requirements of this Section after the initial report required in Section 620.020.7, shall be accompanied by a fee of **\$2.00 per farmer’s market vendor listed. Use additional space and sheets if necessary.**

1. Vendor Name _____
Address: _____ Phone _____

2. The address of the farm, garden, or residence from which the products being sold originate:

3. As a farmer’s market vendor I am knowledgeable of and possess all necessary City, County and State permits and licenses applicable to the products being sold by me or my representatives and that the I, the vendor has or will pay all applicable Cottleville, County or State sales tax.

Please contact MoDOR Sales Tax Division for the appropriate rates.

Please attach:

- * Vendor Drivers License or Pic ID
- * Vendor’s Missouri Retail Sales Tax License showing your Cottleville sales location.
- * Vendor’s current No Tax Due Letter from the Missouri Department of Revenue.

X _____
Vendor’s signature & acknowledgement of above

SECTION 620.040: RULES AND REGULATIONS ESTABLISHED

In addition to the rules established by the farmer’s market manager, it shall be the responsibility of the individual farmer’s market vendor to ensure that:

1. All produce sold at the farmer’s market is in a fresh and healthy condition.
2. The sale of produce by commercial growers or producers is expressly prohibited.
3. The farmer’s market is not used by persons offering goods or produce for resale.
4. No animals or livestock are offered for sale at the farmer’s market.
5. At the close of the business day, each farmer’s market vendor in the farmer’s market clears the area assigned him and removes all refuse.
6. The City or its agents shall be permitted to inspect the grounds, vehicles, and all items for sale at the farmer’s market at any reasonable time.

X _____
Vendor signature & acknowledgment of the rules and regulations