

**CITY OF LINCOLN CITY**  
**APPLICATION FOR SEASONAL PERMIT**  
 Lincoln City Municipal Code (LCMC) 5.04  
**APPLICATION FEE \$25.00**

Business Name: \_\_\_\_\_ \*OTP # \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Phone # \_\_\_\_\_

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

Proposed Location of Display: \_\_\_\_\_

Type & Size of Merchandise to be Displayed or Sold: \_\_\_\_\_

Type & Size of any Temporary Structure if Proposed: \_\_\_\_\_

(Attach a photo or sketch of structure **and** a site plan)

Dates of Sale/Display of Seasonal Merchandise<sup>2</sup>: \_\_\_\_\_

Will Signage be Used? YES  NO  (If yes, such signage is limited to two temporary signs whose combined areas shall not total more than 64 square feet. No permits are required for these two signs.)

*I hereby affirm the above information to be true to the best of my knowledge and belief.*

Signature & Title: \_\_\_\_\_ Date: \_\_\_\_\_

**LCMC 5.04.150**

1. A permit may be issued to a business entity or tax-exempt organization for the temporary display and sale of merchandise outside to allow the limited display of merchandise which is seasonal in nature and does not conflict with the zoning district regulations where such activity is located.
2. Seasonal permits shall clearly set forth the conditions under which the letter of permit is granted and shall clearly indicate the time period for which the permit is issued. **Such permits can be issued during only the winter season. A winter seasonal permit may be issued for a period of time not to exceed six weeks prior to December 26<sup>th</sup> of any year.** Such seasonal permit is not transferable to any other business entity or tax-exempt organization.
3. The application fee for such a seasonal permit shall be \$25.00. Tax-exempt organizations shall be exempt from payment of this fee.

**\*It is required that applicant must have a valid Occupation Tax Permit before a Seasonal Permit can be issued.**

*APPLICATION FOR THIS PERMIT MUST BE MADE FIVE DAYS BEFORE THE EFFECTIVE DATE OF THE PERMIT*

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**APPROVAL INFORMATION**

Fire Marshal – Approved: Yes \_\_\_\_\_ No \_\_\_\_\_ Signature \_\_\_\_\_

Remarks: \_\_\_\_\_

Planning Official – Approved: Yes \_\_\_\_\_ No \_\_\_\_\_ Signature \_\_\_\_\_

Remarks: \_\_\_\_\_

Application Submitted \_\_\_\_\_ (Date) Receipt # \_\_\_\_\_ (Date) Permit Issued \_\_\_\_\_

**City of Lincoln City, Finance Department**  
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**(541) 996-2151 \*\* FAX (541) 996-1284 \*\* TDD (541) 994-7432**