



PERMIT# _____

RECEIPT # _____
(Office Staff Only Complete Above)

2023 APPLICATION FOR 1 YEAR BOARDWALK OUTDOOR DISPLAY PERMIT

THIS APPLICATION MUST BE **FULLY** COMPLETED, RETURNED TO, AND ACCEPTED BY THE PLANNING AND ZONING OFFICE BY **JUNE 1st, 2023**.

After June 30th, merchandise may not be displayed outdoors without a current 2023 approved permit.

The OCDC Boardwalk Committee will be meeting on the following dates from 10am to 12pm in the City Hall Community Room to review applications and assist with completing the application, only if necessary. To help expedite the process, applicants, especially experienced applicants, are expected to complete the application, photos, and display grid on their own so the OCDC Committee can use their two-hour review time slots efficiently.

2023 Review Dates (10am-12pm): TBD

Zoning Division staff are always willing to assist you with your application. However, in the past, many applications were submitted with incomplete information including, but not limited to, missing **required** signatures of the business owners, store owners, and/or property owners. Applications with missing information will **NOT** be reviewed by the OCDC Boardwalk Committee delaying the issuance of your 2023 permit by the Zoning Administrator.

Store Name: _____

Physical Address of Store: _____

Ocean City Business License # _____ Store phone # _____

Mailing Address of Business Owner: _____

Business Owner Name: (Printed) _____

Phone #: _____ Email: _____

Signature of store owner required _____

Property Owner Name: (Printed) _____

Phone #: _____ Email: _____

Signature of property owner required _____

Renewing Existing Outdoor Display Permit Without Changes? (circle yes/no)

*******IF YOU ANSWERED YES TO THE PREVIOUS QUESTION THEN THERE IS NO NEED TO FILL OUT THE REMAINDER OF THIS APPLICATION*******

TO DETERMINE ALLOWABLE OUTDOOR DISPLAY SOUTH OF 3RD STREET

Display area is determined by width and height of building frontage.

Width of wall _____ x 10' height = _____ sf x 30% = _____ sf display area

Pad size _____ width x _____ depth = _____ sf x 30% = _____ sf display area

Total sq ft of display area _____

TO DETERMINE ALLOWABLE OUTDOOR DISPLAY NORTH OF 3RD STREET

_____ Setback x _____ pad width = _____ sf x 30% = _____ sf display area

THE ALLOWED AMOUNT OF MERCHANDISE MAY BE DISPLAYED NO CLOSER THAN 10 FEET FROM THE WESTERN EDGE OF THE BOARDWALK (ATLANTIC AVE – PUBLIC RIGHT-OF-WAY)

REQUIRED FOR SUBMISSION WITH APPLICATION:

1. One **SITE PLAN DRAWN TO SCALE**
Drawn on provided graph paper, **dated annually.**
Accurate measurements based on standards provided.
2. One set of **DATED PHOTOGRAPHS** that match graph to include:
 - A. Front view of store with merchandise and name of business visible and abutting businesses.
 - B. Front of store with merchandise.
 - C. South view with merchandise showing ample space around displays.
 - D. North view with merchandise showing ample space around displays.
1. **FEE** of \$236.00 for Permit made payable to "Town of Ocean City"
2. **Signatures** of **both** property owner and business owner are required in order to process the application.

DISPLAY POLICIES & STANDARDS:

There must be 24" around each display to ensure the safety and reasonable expectation of movement.

Displays must be 12" from the property line and the neighboring business to maintain movement. No business may form a barrier of merchandise between businesses.

No banners or signage may be attached to fences or railings.

Entrances must be unobstructed by display of merchandise.

No display may exceed 5' in height, except other items deemed appropriate by the OCDC Boardwalk Committee such as surfboards, windsocks, kites, sunglass racks which are manufactured at 6', and open umbrellas of 6'8", clearance from grade, used to protect merchandise display from sun damage.

Merchandise cannot hang from awnings.

All racks and bins must be in good repair and maintained.

No hand written signs.

Decorative and functional amenities are allowed and encouraged in the 10' area abutting the Boardwalk to enhance the display and the Boardwalk experience. These amenities may include live plantings (no artificial/plastic or silk plantings), and attractive well maintained seating such as benches and chairs for the comfort of the visitors. The amenities must be well maintained year round.

Standardized Measurements for Display

***4 way rack = 9 sq. ft.	***2 way rack = 5 sq. ft.
***Double rack = 15 sq. ft.	***Single rack = 8 sq. ft.
Sunglass rack = 4 sq. ft. footprint 6' height allowed	Baskets = 3 sq. ft.
Boogie Board Bins = 12, 16, 20 sq. ft.	Stacked baskets = 5 sq. ft.
All Mannequins = 4 sq. ft.	Hermit crab cage = 8 sq. ft
Chairs = 4 sq. ft.	
Henna station with chair, hair wraps, etc. = 16 sq. ft.	Decal boards and hanging towels on doors/walls are to be included in total sq. ft.
Wall Grid: Can't exceed 10 ft. in Height Pellon = 1 sq. ft T-shirt = 2 sq. ft. Sweatshirt = 4 sq. ft. Measure merchandise on the grid, not the grid itself, when displaying merchandise	*** <u>Must include 24" space around display for shoppers comfort.</u>

Dimensions and Measurements of All Racks, Bins, etc.

Item	Description	Footprint	Sq. Ft.	Quantity	Total Sq. Ft.
Example: A	4 – way rack	3 x 3 ft.	9 sq. ft.	2	18 sq. ft.
A					
B					
C					
D					
E					
F					
G					
H					
I					
J					
K					
L					
M					
N					
O	Refuge space location				

TOTAL SQ. FT.: _____
(MUST EQUAL OR BE LESS THAN SQ. FT. ALLOWED)