



Borough of Haddonfield

Outdoor Merchandise Display Permit

PLEASE COMPLETE ENTIRE PACKET

Insurance form is required for all permits!

An application is required **PRIOR** to displaying an Outdoor Merchandise Display in the Borough of Haddonfield

CHECK ONE:

RENEWAL OF PREVIOUSLY APPROVED OUTDOOR MERCHANDISE DISPLAY PERMIT FEE: \$25.00

NEW APPLICATION OR RENEWAL WITH PROPOSED CHANGES FEE: \$50.00

SECTION 1 PROPERTY DATA:

(A)	SUBJECT PROPERTY'S ADDRESS	_____
(B)	SUBJECT PROPERTY'S BLOCK	_____ LOT: _____
(C)	OWNER OF SUBJECT PROPERTY	_____
(D)	PROPERTY-OWNER'S ADDRESS	_____
<u>SECTION 2 – PROPERTY – OWNER'S AUTHORIZATION:</u>		
I hereby certify that I am (the Agent of) the Owner of Record of the Subject Property and that I am authorized to make this Application.		
_____		_____
<i>Property-Owner's Signature</i>		<i>Date</i>

SECTION 3 BUSINESS DATA:

(A)	FULL NAME OF BUSINESS	_____
(B)	BUSINESS-OWNERS NAME:	_____
(C)	BUSINESS OWNERS ADDRESS:	_____
(D)	BUSINESS OWNER'S TELEPHONE NO.:	_____
(E)	BUSINESS OWNER'S FAX NO.:	_____
(F)	BUSINESS-OWNERS EMAIL ADDRESS	_____
(G)	BUSINESS-OWNERS WEB-SITE	_____
<u>SECTION 4 – BUSINESS – OWNER'S AUTHORIZATION:</u>		
- I hereby certify that I am (the Agent of) the Owner of the Business / Proposed Outdoor Merchandise Display and that I am authorized to make this Application.		
- I acknowledge that I have read, understand, and will comply with all of the conditions of the Borough of Haddonfield Outdoor Merchandise Display Permit program.		
_____		_____
<i>Business Owner's Signature</i>		<i>Date</i>

I. **READ THE OUTDOOR MERCHANDISE DISPLAY ORDINANCE AND DESIGN GUIDELINES BELOW AND INITIAL OR CHECK EACH BOX TO ENSURE YOUR APPLICATION IS ACCURATE AND COMPLETE.**

II. For NEW application submission, bring **five (5)** copies of the following items to the Construction Office, Rm 104 in Borough Hall. Application will be considered incomplete without the necessary copies.

For RENEWAL application submission (no substantial changes to your previously approved application), bring **one (1)** copy of the following items, to the Construction Office, Rm 104 in Borough Hall.

Application form: Signed Outdoor Merchandise Display Permit Application (by Business Owner & Property Owner)

The following list is not necessarily an exclusive listing of all terms and conditions, which may apply to a given display of merchandise. Applicant is required to comply with all terms and conditions of approval in addition to those terms and conditions set forth in Ch. 95: Display of Merchandise.

- The display of merchandise shall be decorative and shall represent goods sold within the store.
- If clothing is to be displayed, only such clothing as can be worn by one (1) mannequin shall be displayed. Clothing may not be displayed on racks.
- Displayed merchandise must be within thirty (30) inches of the store front.
- The display of merchandise shall be no greater than thirty (30) inches deep and no greater than eight (8) feet wide.
- The applicant shall maintain a safe, continuous, four (4) foot wide path for pedestrian traffic to pass in front of the merchandise display.
- No item displayed shall be higher than eight (8) feet above the surface of the sidewalk.
- The display shall not contain any lighting or moving parts whatsoever. However, merchandise itself that contains lighting may be displayed. No power lines or extension cords shall be allowed to provide power to the display.
- All temporary, removal supports used to display merchandise shall be removed from the public right-of-way at the end of each business day.
- No temporary, removable support shall have wheels except for decorative carts.
- No cardboard boxes, card tables, folding tables, or similar supports shall be used as part of a merchandise display.
- No sales or transfers shall occur outside of the store displaying merchandise.
- All displays of merchandise and goods and all window boxes or other exterior fixtures on a commercial building shall be kept neat and clean and free from dead plants, trash, litter, and other debris.
- No other merchandise, wares, goods, foods, clothing, apparel, balloons, etc., may be displayed on the exterior of any store or building either on private property or in the public right-of-way except those outlined above.
- By displaying merchandise, Applicant forfeits his right to operate an Outdoor Eating Facility.

Signs: No signs are to be displayed in the Outdoor Merchandise Display area. Businesses can apply for either an Outdoor Merchandise Display Permit OR an Outdoor Marketing Graphic Display Permit but not both.

Photos, Drawings, or Plans: Of exterior of establishment indicating storefront entrance, public right-of-way, area from façade of building to curb, to scale, showing where and how merchandise will be displayed. Also include pictures of merchandise to be displayed.

Certificate of Insurance: Certificate of liability insurance covering outdoor operations (with the Borough of Haddonfield listed as a certificate holder with minimum \$1,000,000 coverage)

III. Renewal

1. An Application is required **PRIOR** to displaying merchandise outside an establishment in the Borough of Haddonfield. A permit is required whether the merchandise is on the public sidewalk or private property.
2. Permits are only valid for the year in which they are applied for. The best time to renew a permit is at the start of a new year but a business may wait until the permit is needed.
3. Renewal permits must be completely filled out and include a copy of the business insurance form listing the Borough of Haddonfield as a certificate holder. Applications submitted without this form will be considered incomplete and will NOT be processed.
4. If changes have been made to the previously approved Outdoor Merchandise Display, a new application **must** be submitted.
5. Display of Merchandise without a valid permit within the Borough of Haddonfield may result in the issuance of a summons to appear in municipal court.

ACORD™ CERTIFICATE OF LIABILITY INSURANCE						DATE (MM/DD/YYYY)
PRODUCER		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.				
INSURED		INSURERS AFFORDING COVERAGE			NAIC #	
		INSURER A:				
		INSURER B:				
		INSURER C:				
		INSURER D:				
		INSURER E:				
COVERAGES						
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
		GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/POP AGG \$
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER				<input type="checkbox"/> WC STATU- TORY LIMITS <input type="checkbox"/> OTH- ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ DISEASE - POLICY LIMIT \$
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS						
The Borough of Haddonfield is named as an additional insured						
CERTIFICATE HOLDER				CANCELLATION		
The Borough of Haddonfield 242 Kings Highway East Haddonfield, New Jersey 08033				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.		
				AUTHORIZED REPRESENTATIVE		

