



# MOBILE VENDOR

## PLEASE CHECK THE APPLICABLE PERMIT TYPE BELOW

\_\_\_ MOBILE VENDOR (6 MONTH PERMIT)  
(Administrative Review)

\_\_\_ MOBILE VENDOR (ANNUAL PERMIT)  
(Planning Commission Review)

Please fill out this form completely, supplying all necessary information and documentation to support your request. *Your application will not be considered complete or processed for review until all necessary information is furnished.*

**Application:**

Name: \_\_\_\_\_

Business/Vendor Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Vending Location/Address: \_\_\_\_\_  
\_\_\_\_\_

Product for Sale or Service Offered (Describe):

- 1. Food/ Beverage: (attach a menu if available) \_\_\_\_\_  
\_\_\_\_\_
- 2. Product: \_\_\_\_\_
- 3. Service: \_\_\_\_\_

Products for sale by permanent businesses located immediately adjacent to and on the same side of the street:

Permanent Business Name	Address	Products for Sale
_____	_____	(attach a menu if available) _____
_____	_____	_____
_____	_____	_____

Description of Mobile Device or other structure to be utilized for conducting the business. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Square Feet of Mobile Device or Structure: \_\_\_\_\_

Description of any additional structures to be used in conducting the business, including but not limited to stairs, decks, tents, or enclosures: (food truck, trailer, table, tent, etc.) \_\_\_\_\_

Number of parking spaces on the property: \_\_\_\_\_

Describe parking on the property (i.e., shared parking lot, vacant parcel, etc.) \_\_\_\_\_

Arkansas Sales and Use Tax ID Number: \_\_\_\_\_

Date of Approval by the Arkansas Department of Health (attach a copy of the permit) \_\_\_\_\_

**APPLICANT / VENDOR:** I certify under penalty of perjury that the foregoing statements and answers herein made, all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of application completeness, determination, or approval. I understand that the City might not approve what I am applying for, or might set conditions of approval.

NAME (PRINTED): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**PROPERTY OWNER(S):** I/we certify under penalty of perjury that I am/we are the owner(s) of the property that is the subject of this application and that I/we have read this application and consent to its filing. Further, I/we certify that permission is hereby given to the applicant/vendor listed above for the operation of an Outdoor Mobile Vendor business on the subject property, as described herein.

NAME (PRINTED): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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**Staff Use Only**

Number of Parking Spaces Required for the mobile vendor \_\_\_\_\_

Is adequate parking provided? (explain if needed): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Zoning District: \_\_\_\_\_ Use Unit (City staff use only): \_\_\_\_\_

\_\_\_\_\_

*Administrative Approval:*

For the purposes of Ch. 178 Outdoor Mobile Vendors of the Unified Development Code, it shall be unlawful to open for business until a permit has been issued by the City Planning Division. Approval of this application shall confirm that the proposed use conforms to the requirements of the City's zoning code. The permit for outdoor vending on private property is hereby approved, and is valid for the time period noted below.

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

\_\_\_\_\_  
Zoning & Development Administrator

\_\_\_\_\_  
Date

Conditions:

- The mobile vending device must be removed from the property after the permit expires (UDC 178.04.B). However, if a conditional use permit is approved for a Mobile Vendor Court by the Planning Commission, the mobile vending device may remain permanently.
  - The mobile vending device is permitted in the location as indicated on the approved site plan (attached).
  - To ensure compliance with ADA no member of the public may go inside the mobile vending device, unless the device has been inspected and approved verifying that it is ADA compliant.
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## **Checklist:**

### ***Attach the following items to this application:***

- 1. Payment in full of applicable fees for processing the application (\$100.00).
  - 2. Written description of the proposed mobile vendor business.
  - 3. A detailed site plan and written description illustrating the type, location, and dimensions of the mobile vendor business including parking. Include the following on the drawing:
    - Scale of drawing
    - Master Street Plan Right-of-way, dimensioned from centerline of the road
    - Building setbacks, dimensioned
    - The proposed building, mobile device or other structure used to operate the business
    - Any existing buildings, parking spaces, driveways and drive aisles, or other structures
  - 4. A copy of the HMR tax remittance form filed with the City of Fayetteville (contact: 575-8287)
  - 5. A copy of State Health Department permits and proof of inspection for the pushcart device (applicable for food/beverage).
  - 6. Verification that the City Fire Marshal has inspected and approved the building/structure and heating or cooling system for the food/beverage. Food trucks/trailers must have the following to pass Fire Marshal inspection: (Chief Harley Hunt; [hhunt@fayetteville-ar.gov](mailto:hhunt@fayetteville-ar.gov)).
    - The vendor must have a 10lb ABC fire extinguisher mounted inside the vehicle with a current service tag. If the vendor has a deep fat fryer then an addition Class K fire extinguisher is required.
    - LP tanks must be secured to the truck/trailer.
    - Truck/trailer cannot be located within 10ft of a structure if truck has a fuel burning appliance (i.e. LP, natural gas or wood).
  - 7. Verification of a sign permit issued by the Planning Division for any proposed signage.
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## **Outdoor Mobile Vendor Requirements**

All of the following requirements must be met in order for an Outdoor Mobile Vendor to be approved administratively:

### **Application:**

- A complete Outdoor Mobile Vendor Application, along with all attachments and processing fees.

### **Parking:**

- Mobile vendors shall maintain compliance with parking lot requirements for the existing business and the proposed mobile vendor business. The number of required parking spaces is determined by the use and size of the proposed mobile vendor business and by the use and size of the existing business. The use of parking for a mobile vendor may not reduce the number of spaces below the minimum required for other uses occurring on the property. The location of the mobile vendor shall not impede traffic flow or create a dangerous traffic condition, as determined by Planning Division upon review of the site plan.

### **ADA**

- Mobile vendors shall comply with the Federal Americans with Disabilities (ADA) requirements if the public has access to the interior of any mobile vending unit.

### **General Requirements:**

- The permit issued shall not be transferable in any manner.
- The permit is valid only for the amount of time specified on the permit.
- After the permit expires the mobile vending unit must be removed from the property.
- The permit is valid for one mobile vendor location only.
- The proposed use (product sold or service offered) shall be a permitted use-by-right within the underlying zoning

district in order to be permitted.

- Outdoor mobile vendors are allowed on a temporary basis. A 6 month permit may be approved by staff. A one year permit requires Planning Commission approval. Outdoor mobile vendors may move to a different location (at least one quarter mile away from the original location) after the permit has expired. However, a new Outdoor Mobile Vendor Application will have to be reviewed and approved by the Planning Division for the new location.
- Inspections by Fire Marshal and/or Health Department, when applicable.