

CITY OF FAYETTEVILLE, ARKANSAS

OUTDOOR MOBILE VENDOR

(Permit expires on October 31st each year, unless renewed)

Vending Location/Address: _____

Vending Type: Food Truck Food Trailer Mobile Structure

Dimensions of Truck, Trailer, or Structure: _____

Description of mobile business: _____

<p>Mobile Vendor Information:</p> <p>Business Name: _____</p> <p>Applicant Name: _____</p> <p>Mailing Address: _____</p> <p>Phone: _____ Email: _____</p>
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<p>Property Owner Information:</p> <p>Individual or Business Name: _____</p> <p>Mailing Address: _____</p> <p>Phone: _____ Email: _____</p>
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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: _____

Staff Use Only

Zoning District: _____ Use Unit: _____

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 is hereby approved, and is valid for the time period noted below.

Start Date: _____ End Date: Permit must be renewed by October 31st each year

Zoning & Development Administrator

Date

Conditions:

- The mobile vendor must annually renew permit by October 31st or remove mobile device from the property after the permit expires (UDC 178.04.C). This follows the same timeframe as a standard business license renewal.
As part of the renewal process, vendors shall submit an updated copy of the health department permit, HMR tax form, and a re-inspection by the City Fire Department were applicable. Failure to renew a permit will be cause for revocation by the City Planning Division.
 - The mobile vendor has the responsibility to dispose of all wastes, including grease, in accordance with all applicable laws. Mobile vendors are not permitted to dispose of grease into the sewer drains, or trash in public trash receptacles.
 - Any electrical installations must adhere to national electric code standards and requirements.
 - The mobile vending device is permitted in the location as indicated on the approved site plan (attached) as well as allowable limited time(12 hour) parallel parking spaces, marked parking spaces within parks (pursuant to City Code 97.086), and private property zoned for food and beverage sales (with owner's permission).
 - The mobile vendor permit issued shall be conspicuously displayed at all times during the operation of the mobile vending business.
 - The permit issued shall not be transferable in any manner
 - The mobile vendor shall be responsible for compliance with the Federal Americans with Disabilities Act (ADA).
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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. Verification of a sign permit issued by the Planning Division for any proposed signage.
- 3. Signature of property owner or legal representative of record on this application **or** a permission letter, signed by the property owner, stating that the mobile vendor is permitted to operate on the subject property for a specified period of time.
- 4. 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 food truck, food trailer, or other structure used to operate the business
 - Any existing mobile vendors, buildings, parking spaces, driveways and drive aisles, or other structures
- 5. A copy of the HMR tax remittance form filed with the City of Fayetteville Accounting Divisions. (Applicable for food/beverage only)
 - City of Fayetteville Accounting Division contact number: 479-575-8287
- 6. A copy of Health Department permit and proof of inspection. (Applicable for food/beverage only)
 - Washington County Health Department contact number: 479-521-8181
- 7. Verification that the City Fire Marshal has inspected and approved the food truck, trailer, or mobile structure and heating or cooling system for the food/beverage.
 - Fire Marshal's Office contact number: 479-444-3448
 - Food trucks/trailers/structures must have the following to pass Fire Marshal inspection:
 - 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/structure cannot be located within 10ft of a structure if truck has a fuel burning appliance (i.e. LP, natural gas or wood).

Outdoor Mobile Vendor Requirements

Requirements to obtain permit:

- A complete Outdoor Mobile Vendor Application, along with all attachments and processing fees.
- Mobile vendors are responsible for compliance with the Federal Americans with Disabilities Act (ADA).

Requirements once permit is obtained:

- The mobile vendor has the responsibility to dispose of all wastes, including grease, in accordance with all applicable laws. Mobile vendors are not permitted to dispose of their trash in public trash receptacles.
- The permit issued shall not be transferable in any manner.
- The mobile vendor permit issued shall be conspicuously displayed at all times during the operation of the mobile vending business.
- The proposed use (product(s) sold or service offered) must be a permitted use-by-right within the underlying zoning district in order to be permitted.
- Mobile vendors shall be required to renew their permit on an annual basis following the same timeframe as a standard business license renewal. As part of the renewal process, vendors shall submit an updated copy of the health department permit, HMR tax forms, and a re-inspection by the City Fire Department where applicable. Failure to renew a permit will be cause for revocation by the City Planning Division.
- If mobile vendor does not renew the permit by October 31st then the mobile device must be removed from the property.