

CITY OF FAYETTEVILLE, ARKANSAS

SIDEWALK VENDOR

FOR STAFF USE ONLY	FEE: \$100 / \$50
Date Application Submitted:	S-T-R:
Date Accepted as Complete:	PP#:
Hansen A/P#:	Zone:

Please fill out this form completely, supplying all necessary information and documentation to support your request.

Your application will not be considered complete for review until all necessary information is furnished.

Application:

Indicate primary contact person for this request: _____ Applicant _____ Owner

Applicant/Vendor:

Owner/Operator (if different):

Name: _____

Name: _____

Address: _____

Address: _____

E-mail: _____

E-mail: _____

Phone: () _____

Phone: () _____

Fax: () _____

Fax: () _____

Vending Location:

- 1. North or West sidewalks in front of the Walton Arts Center
- 2. Interior sidewalks of Fayetteville Downtown Square
- 3. Alternative Location (describe): _____

Locations #1 and #2 have been approved by the City Council and may be approved administratively, subject to all ordinance requirements. Location #3 requires a conditional use permit to be approved by the Planning Commission prior to proceeding with this application.

Size of Pushcart: _____ long by _____ wide Height of Pushcart: _____

Product for Sale (Describe):

- 1. Food: _____
- 2. Beverage: _____
- 3. Cut Flowers: _____

Arkansas Sales and Use Tax ID Number _____ (required for HMR tax forms)

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 on approval.

Name (printed): _____ Date: _____

Signature: _____

*** OWNER(S) / OPERATOR:** 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. *(If signed by the authorized agent, a letter from each property owner must be provided indicating that the agent is authorized to act on his/her behalf.)*

Name (printed): _____ Date: _____

Signature: _____

**Applies to owner of pushcart/vending business, if different than applicant/vendor*

Staff Use Only

Administrative Approval:

Conditional Approval:

Subject to:

Current Planner

Date

Final Approval:

Director of Current Planning

Date

Checklist:

Attach the following items to this application:

- 1. Payment in full of applicable fees for processing the application (\$100.00). The fee shall be \$50 after July 01 of each year. Each new application requires a new fee. **All permits expire at the end of each calendar year.** Permits may only be issued for one year.
- 2. Detailed floor plan, specifications of the cart, etc., with dimensions shown in order for City staff to verify that the pushcart with all accessories meets the size requirements.
- 3. Written description of the type of vendor business proposed including:
 - a. Type of product being sold (type of food and beverage or cut flowers).
 - b. A description of the mobile vendor device being used with a detailed scale drawing, picture or diagram with material specifications of the pushcart to be used.
 - c. Hours of operation.
- 4. A copy of the HMR tax remittance form filed with the City of Fayetteville (contact: 575-8287).
- 5. Verification that adjacent property owners have been notified of the vending operation by certified mail (see adjacent property owners to notify, attached to application). A sample notification is included in the application, as well. Submit copies of return receipts with the application.

The following will be required prior to issuance of a permit to operate:

- 6. A copy of State Health Department permits and proof of inspection for the pushcart device (applicable when required for food/beverage).
- 7. Verification that the Fire Marshal has inspected and approved the pushcart device/operations (applicable when food/beverage will be heated or warmed) (575-8365).
- 8. Planning Department inspection of the sidewalk vendor set up in the proposed location. Inspection shall include the cart and all accessories such as coolers, trash cans, chairs, etc.
- 9. Verification of a sign permit issued by the Planning Division for any proposed signage.

Additional Information required for Conditional Use Permits located in alternative sidewalk vendor locations:

- 10. Completed Conditional Use Permit application and notification, in addition to the Sidewalk Vendor Application
- 11. Detailed site plan of the vendor location:
 - a. Scale no smaller than 1" = 30' (one inch equals thirty feet)
 - b. A north arrow
 - c. Property lines
 - d. Locations and dimensions of all rights-of-way, utility easements, and building setbacks
 - e. Detailed dimensions of sidewalk, cart, clear space for pedestrians, etc.
 - f. Locations and dimensions from fire hydrants, adjacent sidewalk intersections, trees, building entrances, signposts, lamp posts, parking meters, bus shelters, benches, phone booths, street trees, newsstands, etc.
 - g. All existing and proposed structures with accompanying uses, parking areas, driveway entrances
 - h. Name of the applicant or property owner, plan preparer, project name and project address in a title block
 - i. Pertinent special features such as drainage features, berms, fences, and retaining walls
 - j. Location of trees where they exist in proximity to the proposed vending operation
- 12. Written response to the following: *The Planning Commission shall consider the width of sidewalk, the proximity and location of existing street furniture, including, but not limited to: signposts, lamp posts, parking meters, bus shelters, benches, phone booths, street trees and newsstands, as well as the presence of bus stops, truck loading zones, or taxi stands to determine whether the proposed use would result in pedestrian or street congestion.*
- 13. A copy of the county parcel map for all surrounding parcels listing the name and mailing addresses of the adjacent

property owners. This may be obtained from the County Assessor's office.

Sidewalk Vendor Requirements

All of the following requirements must be met in order for a Sidewalk Vendor to be approved in a City-designated location with Administrative Approval:

Application:

- A complete Sidewalk Vendor Application, along with all attachments.
- All permits expire at the end of each calendar year, and a new application and fee must be filed for review; specific permitted spaces may not be reserved.
- All approved permits are superseded by Special Event Permits issued by the City of Fayetteville, including but not limited to Farmer's Market, Bikes, Blues and BBQ, Spring Fest, etc. On days / times that the Farmers' Market or other special events operate, sidewalk vendors shall only be permitted if approved through the Farmers' Market or if the coordinator of the Special Event Permit grants permission to operate.

Inspections:

- State Health Department
- City Fire Marshal
- City Planning (required prior to permit issuance) (call 575-8267 for inspection)

Pushcart Standards:

- Pushcarts shall not exceed 7 ft in length (including trailer hitch and any propane tanks or other attachments), 4 feet in width (including the cart's wheel wells or tires, and any accessory components such as retractable sinks), and 5 feet in height (with the exception of umbrellas, etc.)
- The operating area shall not exceed 40 square feet of sidewalk, which shall include the area of the pushcart, operator, and any other accessories such as a trash can.
- Signage is limited to one wall sign to be affixed to the front of the cart with a maximum size of six square feet OR a one (1) A-frame sandwich/menu board subject to Ch. 174 Signs regulating these type of signs. The sign shall list the products and prices for the items being vended. Only products or services available at the vending location shall be displayed; product placement of items not sold on-site on the cart, umbrellas, or signs is prohibited.

Operation:

- Sidewalk vendors shall display in a prominent and visible manner the permit issued by the Planning Division
- Only food, beverages, and cut flowers are permitted for vending on public sidewalks.
- The sidewalk vendor shall only be located within the designated permitted area.
- The pushcart shall be attended at all times.
- Sidewalk vendors shall not conduct transactions with vehicular traffic located in the street right-of-way.
- Sidewalk vendors shall not lead to or cause congestion or blocking of pedestrian traffic on the sidewalk. All vendors must locate on the interior of the sidewalk, leaving at least five feet or 50% of the sidewalk free and clear between the cart and the street curb.
- Items being sold shall not cause undue noise or offensive odors, be easily carried by pedestrians and involve a short transaction period to complete the sale.
- Mobile generators and extension cords across sidewalks or other properties are not allowed.
- No permanent hardware shall be affixed to the sidewalk or adjacent buildings.
- If utilized, umbrellas must have 7 feet of free and clear space from the sidewalk surface to the lower edge of the umbrella.
- Pushcart vendors shall supply a refuse container and are responsible for the cleanliness and disposal of litter in their designated area.
- No sidewalk vendor shall solicit, berate or make any noise of any kind by vocalization or otherwise, for the purpose of advertising or attracting attention to his wares.
- No audible amplified music is permitted.
- Street vending facilities shall be removed from the public right-of-way when not in use. Sidewalk vendors are only allowed to operate between the hours of 5 p.m. and 3 a.m.
- The Zoning and Development Administrator is authorized to revoke a sidewalk vendor's permit if it is determined that a violation of the requirements of the Unified Development Code has occurred.

ADJOINERS FOR WALTON ARTS CENTER

Parcel #	Property Owner	Mailing Address	City	State	Zip Code
765-12867-000	BANK OF FAYETTEVILLE	P.O. Box 1728	Fayetteville	AR	72702
765-04364-000	430 W. DICKSON STREET, INC. C/O MR. NEIL KOENIG	156 E. 79TH ST.	New York	NY	10021
765-04365-000	WAGONNER, BURRETT A. & MARGIE N.	656 C.R. 204	Bay City	TX	77414
765-04366-000	LINDA EATON	1031 N. COLLEGE AVE.	Fayetteville	AR	72703
765-04367-000	LINDA EATON	1031 N. COLLEGE AVE.	Fayetteville	AR	72703
765-04368-000	TAYLOR, MAXINE, TRUST 1, MIKE TAYLOR, TRUSTEE	1748 STEELE RD.	Springdale	AR	72762
765-04369-000	S&P VENTURES, LLC	414 W. DICKSON ST.	Fayetteville	AR	72701
765-04376-000	LARSON, KARI J, JULIE A	412 W. DICKSON	Fayetteville	AR	72701
765-04370-000	PEARSON, JOHN P. C/O PEARSON & CHADWICK	408 W. DICKSON ST.	Fayetteville	AR	72701
765-04372-000	DICKSON STREET RENOVATIONS, INC.	8273 EAGLE CREST AVE.	Rogers	AR	72756
765-04371-000	PEARSON, C.T. JR	9 N. COLLEGE AVE.	Fayetteville	AR	72701
765-04373-000	PEARSON, C.T. JR	9 N. COLLEGE AVE.	Fayetteville	AR	72701
765-04374-000	PEARSON, C.T. JR; PEARSON, WYMA TTEES PEARSON FAMILY	9 N. COLLEGE AVE.	Fayetteville	AR	72701
765-01709-000	DICKSON STREET RENTAL LLC, AN AR LLC	325 W. DICKSON ST.	Fayetteville	AR	72701
765-01710-000	KLINGER, TIMOTHY C AND CHRISTINE L	P.O. BOX 1064	Fayetteville	AR	72702
765-01733-000	BOARD OF TTEES U OF A (WALTON ARTS CENTER)	P.O. BOX 3547	Fayetteville	AR	72702
765-01740-000	CITY OF FAYETTEVILLE	113 W. MOUNTAIN ST.	Fayetteville	AR	72701
765-01739-000	CITY OF FAYETTEVILLE	113 W. MOUNTAIN ST.	Fayetteville	AR	72701
765-01726-000	BOARD OF TTEES U OF A (WALTON ARTS CENTER)	P.O. BOX 3547	Fayetteville	AR	72702

ADJOINERS FOR THE DOWNTOWN SQUARE

Parcel #	Property Owner	Mailing Address	City	State	Zip Code
765-01839-000	OLD SQUARE LLC	1742 E. Joyce Ste. 2	Fayetteville	AR	72701
765-01838-000	MCILROY INVESTMENTS, LTD	P.O. Box 8007	Fayetteville	AR	72703
765-01837-000	ARVEST BANK #301	1183 JOYCE BLVD. STE. 2	Fayetteville	AR	72703
765-01836-000	ARVEST BANK #301	1183 JOYCE BLVD. STE. 2	Fayetteville	AR	72703
765-24753-000	ONE EAST CENTER, LLC	217 E. DICKSON ST. STE. 102	Fayetteville	AR	72701
765-01966-000	BRADBERRY, E.G. TTEE KARLEE BRADBERRY TRUST	1 W. MOUNTAIN ST.	Fayetteville	AR	72701
765-01968-000	BEKKA DEVELOPMENT CO.	1 W. MOUNTAIN ST.	Fayetteville	AR	72701
765-01970-000	BEKKA DEVELOPMENT CO.	1 W. MOUNTAIN ST.	Fayetteville	AR	72701
765-01969-000	BEKKA DEVELOPMENT CO.	1 W. MOUNTAIN ST.	Fayetteville	AR	72701
765-01971-000	BEKKA DEVELOPMENT CO.	1 W. MOUNTAIN ST.	Fayetteville	AR	72701
765-01972-000	EXECUTIVE SQUARE, INC., AN ARKANSAS CORPORATION	1 W. MOUNTAIN ST.	Fayetteville	AR	72701
765-01925-000	FAYETTEVILLE ADVERTISING AND PROMOTION COMMISSION	P.O. BOX 4157	Fayetteville	AR	72702
765-01924-000	HUNT, LARRY AND LOE DAWN	1000 N. SKYLINE DR.	Fayetteville	AR	72701
765-22032-000	MCBRIDE PROPERTIES, LLP	P.O. BOX 1403	Fayetteville	AR	72702
765-01920-000	FULTON ENTERPRISES	9 S. BLOCK AVE.	Fayetteville	AR	72701
765-01919-000	BANK OF FAYETTEVILLE	P.O. BOX 1728	Fayetteville	AR	72702
765-01918-000	BANK OF FAYETTEVILLE	P.O. BOX 1728	Fayetteville	AR	72702
765-01847-000	KELLY EASON BUILDING, LLC	524 N. SEQUOYAH DR.	Fayetteville	AR	72701
765-01821-000	UNIVERSITY OF ARKANSAS, BOARD OF TRUSTEES	316 ADMIN BLDG.	Fayetteville	AR	72701
765-01942-000	ODOM, BOBBY & LANA	P.O. BOX 1868	Fayetteville	AR	72702
765-01985-001	G.C.M. COMPUTERS INC., AN AR CORP	P.O. BOX 4704	Fayetteville	AR	72702
765-01927-000	BUMPASS, RONALD E. TRUSTEE RONALD E. BUMPASS TRUST	P.O. BOX 4105	Fayetteville	AR	72702
765-01928-000	HOUSING AUTHORITY OF THE CITY OF FAYETTEVILLE	1 N. SCHOOL AVE.	Fayetteville	AR	72701

(sample)

**ADJOINING PROPERTY OWNERS NOTIFICATION
OF SIDEWALK VENDOR APPLICATION**

Today's Date: _____

APPLICANT/VENDOR CONTACT INFO:

The City of Fayetteville Planning Division is currently reviewing an application for a Sidewalk Vendor operation, to be located:

- 1. North or West sidewalks in front of the Walton Arts Center
- 2. Interior sidewalks of Fayetteville Downtown Square
- 3. Alternative Location (describe): _____

Locations #1 and #2 have been approved by the City Council and may be approved administratively, subject to all ordinance requirements. Location #3 requires a conditional use permit to be approved by the Planning Commission prior to proceeding with this application.

Items being vended from this location will consist of :

- 1. Food: _____
- 2. Beverage: _____
- 3. Cut Flowers: _____

Size of Pushcart: ____ long by ____ wide Height of Pushcart: _____

In order for the vending operation permit to be approved, I must meet all applicable ordinance regulations concerning sidewalk vending in the City of Fayetteville, including inspections by the Arkansas Health Department and Fire Marshal's office, where required. If you are interested in understanding these requirements or reviewing more details regarding the application that has been submitted, please contact the following:

City of Fayetteville Planning Division
125 W. Mountain Street, Fayetteville, AR 72701.
Monday-Friday 8AM-5PM
479-575-8267

This notice serves to comply with the City of Fayetteville's ordinance requirement to notify all adjacent property owners of the application for this sidewalk vendor business.