



## Mobile Vending Application Requirements

All of the following information must be submitted. Once the application has been submitted with the appropriate fees, staff will review for completeness. Complete applications will be scheduled for a public meeting by the City Council. The applicant will be notified within 15 business days as to whether or not the application is complete. Once the application is deemed complete, the city will conduct a review of the application within 30 days. The City may extend the review period if necessary to complete the review process.

- \_\_\_\_\_ 1) A completed and signed application form.
- \_\_\_\_\_ 2) A non-refundable fee of \$200. A non-refundable fee of \$35 is required for any permit amendments.
- \_\_\_\_\_ 3) A written narrative describing the use, the number of employees, the products to be sold, a schedule for operation, a listing of locations and their addresses, and the beginning and end times for each site. The narrative and plans shall also address the following ordinance requirements:
  - \_\_\_\_\_ Hours of operation are between 8:00 a.m. to 8:00 p.m.
  - \_\_\_\_\_ The Mobile Vending Unit shall not be located on the same site for more than two days a week.
  - \_\_\_\_\_ No merchandise or other retail items will be sold.
  - \_\_\_\_\_ The mobile vending site and surrounding area shall be kept clean by the operator.
  - \_\_\_\_\_ A staff person legally capable of moving the unit shall stay with the Mobile Vending Unit at all times.
  - \_\_\_\_\_ Seating, tents, canopies or umbrellas shall not be used, except a canopy attached to the Mobile Vending Unit.
  - \_\_\_\_\_ Power chords or water hoses shall not be used, except that a power chord may connect to a generator in the vicinity of the mobile vending unit.
  - \_\_\_\_\_ Sound amplifying equipment, televisions or other similar visual entertainment devices, lights, noisemakers, such as bell horns, whistles will not be used. Low volume use of a vehicle radio or other music that can only be heard at the mobile vending unit and televisions or other screens used in association with a menu board for is permitted.
  - \_\_\_\_\_ Lighting shall not be used to attract attention or to light the Mobile Vending Unit or the area around the Mobile Vending Unit.
  - \_\_\_\_\_ Signage shall be secured flat against the Mobile Vending Unit (projecting up to 6-inches from the exterior of the unit and projecting three feet above the roof deck of the unit). Signage shall not be placed on the roof of the Mobile Vending Unit.
  - \_\_\_\_\_ Free-standing signage, banners, inflatables, or other attracting devices are not allowed with the Mobile Vending operation.
  - \_\_\_\_\_ Menu boards shall be directly attached or inside the Mobile Vending Unit.
  - \_\_\_\_\_ A drive through is not allowed with the Mobile Vending Unit.

- \_\_\_\_\_ 4) A signed written statement by the applicant agreeing to meet all of the City's requirements of the Mobile Vending Ordinance
- \_\_\_\_\_ 5) Written consent is submitted from property owners of Mobile Vending sites.
- \_\_\_\_\_ 6) Pictures or elevation plans of the mobile vending unit (with dimensions) to verify sign regulations.
- \_\_\_\_\_ 7) Health Department Approval for the Mobile Vending operation.
- \_\_\_\_\_ 8) Liability Insurance for at least \$1,000,000.
- \_\_\_\_\_ 9) Any applicable public health plans for water, waste, and toilet facilities.
- \_\_\_\_\_ 10) Site plans showing each proposed mobile vending location (up to 10 sites allowed). Site plans must be to scale showing property lines, buildings, parking stalls, drive aisles, and any nearby accessible routes.
  - \_\_\_\_\_ Sites are located on private property in the C-1, C-2, or I districts or on School District or Northland Arboretum property.
  - \_\_\_\_\_ Sites are located at least 200 feet from residentially zoned or used property.
  - \_\_\_\_\_ Sites are at least 300 feet from any brick and mortar restaurant.
  - \_\_\_\_\_ Written consent from the restaurant owner is submitted for sites that are less than 300 feet from a brick and mortar restaurant.
  - \_\_\_\_\_ Sites are not in conflict with other mobile vendor sites.
  - \_\_\_\_\_ Sites area on a paved surface, in a location that does not interfere with pedestrian or accessible routes, required parking, traffic circulation or emergency vehicle access.
- \_\_\_\_\_ 11) The City shall have the authority to request additional information from the applicant concerning operational factors or to retain expert testimony with the consent and at the expense of the applicant concerning any information declared necessary to establish performance conditions.

This handout is intended to provide a *summary* of the submittal requirements. It is the responsibility of the applicant to know the applicable Mobile Vending Regulations in the City Code. Please see the Baxter City Code for a complete, detailed listing of requirements. If you have any questions about these requirements, please contact City Hall to speak with the Zoning Administrator.