

# FOOD/MERCHANDISE CART APPLICATION



All applications and submittal requirements must be discussed with a planner at the Permit Services Center (633 E. Broadway, Rm. 101) prior to submittal. After you have completed your application packet and are ready to submit it, schedule an appointment with your contact planner (name noted on your Application Instructions). A case planner will be assigned to your project after the application is officially submitted. Please complete (PRINT or TYPE) the following information:

CASE NO. \_\_\_\_\_  
 DATE \_\_\_\_\_

**SUBMITTAL REQUIREMENTS**

- A. A plot plan on 20"x30" paper of the proposed site and location of the cart on the site.
- B. A location map at 1" = 100' scale.
- C. A zoning map at 1" = 100' scale.
- D. A letter signed by the property owner stating that you the applicant have permission to operate the food/merchandise cart on the premises.
- E. Photos of the cart and the proposed location.
- F. A plan of the cart including all dimensions, elevations from each side, and any signs that will be affixed to the cart.
- G. Conflict of Interest form.
- H. Owner's Affidavit.
- I. 2 copies of this application.
- J. Application Fee: \_\_\_\_\_

Location of the proposed food/merchandise cart: \_\_\_\_\_  
 Type of food/merchandise to be sold: \_\_\_\_\_  
 \_\_\_\_\_

Note: If approved by the City, a permit shall also be obtained from the City Clerk that needs to be renewed every 2 years. See the City Clerk for the permit fee.

**Note: Failure to furnish any of the requested information will delay action on the request. Attach additional pages as needed. ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED.**

**SIGNATURE AND NAME OF APPLICANT**

1. _____ Applicant's Name - Please Print	2. _____ Applicant's Name - Please Print
_____ Applicant's Signature	_____ Applicant's Signature
_____ Date	_____ Date

<b>FOR STAFF USE ONLY</b>	<b>Date Stamp</b>
Date received in Permit Services Center _____	
Received by _____	
Fee paid _____ Receipt No. _____	