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## Mobile Retail Food Vending Application and Permit

### *Items Required Prior to Submittal:*

- Completed City of Longmont Application (this form)
- County Health Department License (attach copy with application if applicable\*)
- City of Longmont Sales & Use Tax License (attach copy or provide number on application)
- Sketch plan of operating location (pushcarts only)
- Application/Permit Fee - \$100/year for each mobile retail food establishment or pushcart
- Consent of property owner(s), both private and public (for mobile retail food establishments or pushcarts on private and public property)
- Written permission from all restaurant owners within 250 feet of the proposed location
- Certificate of Insurance (for mobile retail food establishments or pushcarts on public property) naming City of Longmont as Additional Insured in the liability amount of \$1,000,000/occurrence. Applicant can petition City Manager for full or partial waiver of this insurance requirement.

### *Criteria for Mobile Retail Food Vending within the City of Longmont – see Chapter 15.04.040*

- Applicant must submit all required documentation prior to obtaining a permit (see above)
- Permits are valid for one year and must be renewed annually
- Permits must be kept with the mobile retail food establishment or pushcart and presented to City officials upon request
- Mobile retail food establishments and pushcarts are permitted in non-residential zoning districts (except Ice Cream vendors, which are permitted in residential districts)
- Mobile retail food establishments and pushcarts must be located at least 250 feet from restaurants, measured in a direct line, unless written permission is obtained from all restaurant owners within 250 feet
- Mobile retail food establishments and pushcarts may not operate in parks when park concessions are in operation (contact Recreation Services for details)
- Public property requires one of the following approvals: Use of Public Places permit (UOPP), Facility Use Agreement, or Park Rental Agreement
- Mobile retail food establishments and pushcarts will be exempt from zoning and separation requirements during special events (additional special event permit may be required)
- Applicant must obtain written consent from both private and public property owner(s)
- Mobile retail food establishment and pushcart operators are responsible for maintaining trash receptacles and shall maintain all areas used for food vending in a safe, clean and attractive condition
- Mobile retail food establishments and pushcarts must be removed from any site at the end of each business day (unless otherwise approved)
- Mobile retail food establishments and pushcarts must obey all parking and traffic laws
- Mobile retail food establishments and pushcarts must not obstruct pedestrian or bicycle access/passage and must not obstruct parking lot circulation or impede traffic flow
- Structures, canopies, tables or chairs are not permitted to be set up around the mobile retail food establishment or pushcart
- Operators must dispose of all waste in accordance with Health Department regulations

*\*Ice cream vendors in Boulder County may not need a health department license. Other vendors must submit proof from their county health department that they do not require a license.*

## Applicant Information

Organization/Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Business Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

Sales & Use Tax License Number \_\_\_\_\_ Month/Year Issued \_\_\_\_\_

*Please select the type of mobile retail food vending vehicle you will be operating:*

- Mobile Retail Food Establishment: retail food establishment that reports to and operates from a commissary and is readily moveable, is a motorized wheeled vehicle, or a towed wheeled vehicle designed and equipped to serve food
- Pushcart: a non-self propelled vehicle limited to serving commissary prepared or prepackaged food a non-potentially hazardous food unless the equipment is commercially designed and approved to handle food preparation and service.

*Please select the type of location the vehicle will be operated from (check all that apply):*

- Fixed Location – Private Property\*  
Property Address(es) – list all that apply: \_\_\_\_\_  
\_\_\_\_\_
- Fixed Location – Public Property  
Nearest Property Address(es) or Intersection(s) – list all that apply: \_\_\_\_\_  
\_\_\_\_\_
- Temporary/Special Event – Private Property\*
- Temporary/Special Event – Public Property (must be on event organizer’s approved vendor list)  
Event name and location: \_\_\_\_\_  
\_\_\_\_\_

\*Consent of property owner(s) is required for all locations on private property; please submit additional documentation of consent as locations are added.

## Applicant Certification

I hereby certify that the information and exhibits herewith submitted are true and correct to the best of my knowledge and that in filing the application I am acting with the knowledge and consent of the owners of the property when applicable. I acknowledge and agree that the application is subject to all the terms and conditions for a temporary use found the Title 15 of the City of Longmont Municipal Code. I understand that any false statements or omissions may result in denial or revocation of this permit and jeopardize the approval of future permits. I further acknowledge that I have read the applicable regulations attached to this permit and agree to fully comply with the regulations set forth by the City of Longmont any terms and conditions imposed by the decision making body as they relate to the Mobile Retail Food Vending Permit.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_