

CITY OF SPRINGFIELD



225 FIFTH STREET • SPRINGFIELD, OR 97477 • PH: 541-726-3753 • FAX: 541-726-3689

TRANSIENT MERCHANT - FOOD CART LICENSE APPLICATION

APPLICATION FEE: \$42.00 per Fiscal Year (*Includes 5% tech fee) All fees are non-refundable

BUSINESS INFORMATION	
Name of Business:	Hours and Days of Operation:
Address of Sale:	
Describe what you will be selling:	
Describe the mobile unit used in selling your goods:	

BUSINESS OWNER AND CONTACT INFORMATION		
Applicant's Full Name:	Phone Number:	
Applicant's Address: (No PO Box)		
City:	State:	Zip:
Mailing Address: <input type="checkbox"/> Same as above		
City:	State:	Zip:
Email Address:		

ADDITIONAL INFORMATION	
<input type="checkbox"/> Picture of the mobile unit you will be used is attached	<input type="checkbox"/> Floorplan of mobile unit
<input type="checkbox"/> Written property owner's permission	
<input type="checkbox"/> Site plot plan of mobile unit location on property	
<input type="checkbox"/> Grey water <input type="checkbox"/> Black water	<input type="checkbox"/> Discharge Plan
Will a sign be used: YES <input type="checkbox"/> NO <input type="checkbox"/> Signs, if used, must conform to Section 12 of the Transient Merchant - Food Cart License Standards.	
Will tents or other membrane structures be used: YES <input type="checkbox"/> NO <input type="checkbox"/> Indicate size used: _____	

SIGNATURE	
Please note that we require a minimum of two (2) weeks to process the application. Incomplete or missing information will delay the review process.	
The information provided on this form is true and complete to the best of my knowledge. I have received a copy of the Transient Merchant – Food Cart License Standards. Check with your local County or State for additional requirements.	
Applicant's Name: (Please Print)	Date:
Applicant's Signature:	Phone Number:
Expedited Fee – Additional 50% of Application Fee <input type="checkbox"/> Yes	Applicant's Initials _____
Expedited Fee is not a guarantee of approval; specific conditions may apply.	
Payment must be submitted with application. Make checks payable to: City of Springfield	

The Business License year is July 1st through June 30th of each year (Fiscal Year). Applications during the business year are not pro-rated and are subject to the entire fee. A penalty of \$10.00 or ten percent of the license fee, whichever is greater, shall accrue for each month a business has operated without obtaining a business license. All Business Licenses are subject to a 5% technology fee. All fees are non-refundable and no license is transferable.

TRANSIENT MERCHANT – FOOD CART STANDARDS

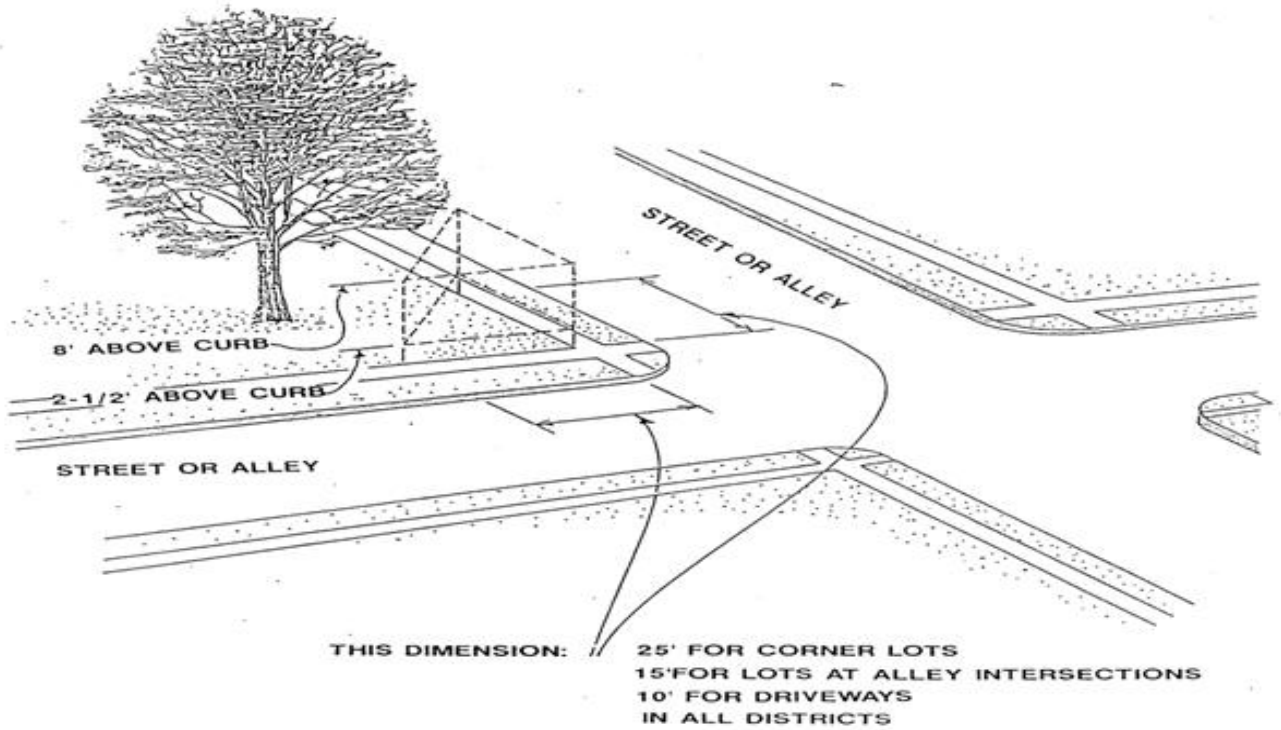
The following is required for Transient Merchant - Food Cart Licenses to be issued:

1. A license fee shall be required prior to issuance.
2. Applicant will be responsible to obtain permission from the property owner(s) allowing the use of selling goods or services on private properties.
3. The mobile unit must be inspected by Lane County Health and Human Services. A food handler's card is required. https://lanecounty.org/government/county_departments/health_and_human_services
4. The mobile unit shall be on wheels at all times. (There is no requirement that it be moved at any specific time interval only that it be able to be moved.)
5. There shall be room to pull vehicles off the roadway so that hazardous traffic conditions are not created. Once off the roadway, there must be adequate room for vehicles to park. Transient merchants shall not rely on parking required of the established business. Parking shall occur on approved paved surfaces only.
6. No exposed power or water connections shall cross a pedestrian access lane or vehicle travel lane. No hard-wired electrical connection permitted. Piped connection to water service or wastewater piping is prohibited.
7. The mobile unit must provide a grey water and/or black water disposal plan that describe how the wastewater will be disposed of properly. The plan must indicate a method that ensures the wastewater is disposed of properly and fats, oils and grease do not enter the City's sanitary and storm systems. Dumping wastewater on the ground, streets or in storm drains is prohibited. No external tanks utilized or stored on the ground. The use of a wastewater pumper must be licensed by the Oregon Department of Environmental Quality (DEQ) at 1-800-452-4011 or search online at: <http://www.dep.state.or.us/wq/onsite/sdssearch.asp>.
8. Mobile vending is allowed in **CC**-Community Commercial or **MRC**-Major Retail Commercial, **MUC** -Mixed Used Commercial, **MUE** – Mixed Use Employment, **HI** – Heavy Industrial, **LMI** Light/Medium Industrial, **CI** – Campus Industrial and **PLO** – Public Land and open Space. To determine the zoning of a particular property visit the City of Springfield's website at <http://www.springfield-or.gov/city/development-public-works/zoning/> or call the Planner on duty at 541-726-3753.
9. Contact Willamalane Park District at (541) 736-4104 for property owner permission before obtaining transient merchant food cart license from the City of Springfield.
10. Pedestrian (walk-up) traffic only is allowed (no drive-thru service).
11. The transient merchant-food cart location shall not occupy or block any parking spaces or landscaped area required of the established business on the property. Required parking spaces and landscape areas of the established business on the property are to remain clear. This includes signs as well.
12. All signage must conform to City of Springfield sign code requirements. Contact staff for additional information at 541-726-3753. All display areas and signs on the property shall be located outside the required 25 foot vision clearance triangle.

***Note: This document shall not take the place of required codes and regulations. The applicant is responsible for compliance with all code and rule requirements whether or not explained in this document.**

Vision Clearance Areas from the Springfield Development Code

Vision Clearance



Vision Clearance for Driveway

