



City of Tualatin

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INSTRUCTIONS AND REQUIREMENTS FOR TEMPORARY USE APPLICATIONS MOBILE FOOD AND FLOWER VENDORS

Chapter 34, Sections 34.010 and 34.013, Tualatin Development Code (TDC), sets forth the Temporary Use standards and process. Mobile Food and Flower Vendors are permitted only in the Central Commercial and General Commercial Planning Districts for up to 180 days in a calendar year. [34.013(2), TDC] Mobile Food and Flower Vending is "...the open air vending of food and fresh cut flowers..." [34.013(1), TDC]

The Community Development Director may approve, approve with conditions, or deny the application. Vendors may use pushcarts provided they meet the dimensional standards in 34.013(3)(a), TDC. Pushcarts are also reviewed for design, colors and graphics. [34.013(3)(e), TDC] Vending may occur on public sidewalks having a width of eight (8) feet or more and on private sidewalks and private parking lots [34.013(3)(b), TDC]. Permits will not be issued for vending from cars, vans, pickups, trailers or other similar vehicles. [34.013(1), (3)(a), TDC]. Vendors must pick up litter [34.013(3)(c), TDC] and cannot locate within 200 feet of the uses listed in 34.013(3)(d), TDC. Vendors must meet health, fire and life safety and insurance regulations. [34.013(3)(f)(g)(h), TDC]

Submit the following application materials to the Community Development Department. If information is missing or incomplete, the application will not be accepted. Once a complete application is submitted, it will be reviewed and a decision issued within about two to three weeks.

1. Two (2) copies of a completed Temporary Use Mobile Food and Flower Vendor Application Form. Two (2) copies of the written supporting materials addressing the approval criteria in Section 34.013(3)(a-h) (see attached sheet). Two (2) 8-1/2 x 11 copies of the site plan.
2. A non-refundable application fee based on the current fee schedule:
3. One (1) set of the Washington and/or Clackamas County Assessor's Map(s) showing the subject property and properties within 300 feet of the subject property.
4. One (1) copy of the subject property's legal description as it appears on the deed. No legal description is needed if the proposed location is on a public sidewalk.
5. The site plan mentioned in 1 above shall be drawn to scale and should show, as appropriate for the proposed use, the subject property's lot lines, building location, building dimensions, fronting street(s), driveways, parking and loading areas and proposed location of the Mobile Food and Flower Vendor. If a pushcart is proposed, elevations or other sketches, drawn to scale, showing that the cart complies with the standards in 34.013(3)(a)(e), TDC, must be included.

6. One (1) copy of the health certificate and fire and life safety inspection certificate (food vendors only).
7. One (1) copy of a signed statement that the permittee will hold harmless the City of Tualatin, its officers and employees and shall indemnify the City of Tualatin, its officers and employees, for any claim for damage to property or injury to persons that may be occasioned by any activity carried on under the terms of the Permit. [34.013(3)(h)]
8. One (1) copy of the insurance policy showing compliance with public liability, food products liability and property damage insurance. [34.013(3)(h)]

The applicant carries the burden of proof to show that the proposed Mobile Food and Vendor proposal meets the approval criteria in 34.013(3) (see attached sheet). The above materials represent the minimum requirements for a Temporary Use Mobile Food and Flower Vendor Application. All written material should be typewritten or printed in ink.

If you have questions about the Temporary Use Mobile Food and Flower Vendor Application process, or if you wish to schedule a pre-applications conference, please contact the Community Development Department - Planning Division at 503-691-3026.

APPLICANT'S CHECKLIST:

- ___ 2 completed application forms with property owner's signature
- ___ 2 copies of the written supporting materials
- ___ 2 copies of the 8-1/2 x 11 site plan
- ___ 2 copies of the pushcart plans
- ___ 1 copy of the health and fire and life safety certificates
- ___ 1 copy of the hold harmless statement and proof of insurance
- ___ Filing fee
- ___ 1 set of Assessor's Map(s)
- ___ Addresses on the matrix for all property owners within 300 feet
- ___ 1 legal description of the subject property as it appears on the deed (if the proposed location is on private property)



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APPLICATION FOR TEMPORARY USE

Information			
Temporary Use Requested:			
Date of Proposed Sale:			
Site Assessor's Map Number		Tax Lot Number (s):	
Planning District:		Current Use:	
Applicant			
Name:		Company Name:	
Address:			
City:		State:	ZIP Code:
Phone:	Fax:	Email:	
Applicant's Signature:		Date:	
Applicant is: Owner () Tenant () Temporary Use Business Operator () Agent () Other () _____			
Property Owner			
Name:			
Address:			
City:		State:	ZIP Code:
Phone:	Fax:	Email:	
Property Owner's Signature:		Date:	
(Note: Letter of authorization is required if not signed by owner)			

AS THE PERSON RESPONSIBLE FOR THIS APPLICATION, I HEREBY ACKNOWLEDGE THAT I HAVE READ THE ABOVE APPLICATION AND ITS ATTACHMENTS, UNDERSTAND THE REQUIREMENTS DESCRIBED HEREIN, AND STATE THAT THE INFORMATION SUPPLIED IS AS COMPLETE AND DETAILED AS IS CURRENTLY POSSIBLE, TO THE BEST OF MY KNOWLEDGE.	
Applicant's Signature:	Date:

Office Use		
Case No:	Date Received:	Received by:
Fee: Complete Review:	Receipt No:	

Revised: 8/27/15