

CITY OF SPRINGFIELD, OREGON

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



TRANSIENT MERCHANT - FOOD CART LICENSE APPLICATION

APPLICATION FEE: \$39.90 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:	
Please 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:	Federal Tax ID#:	State of Oregon Registry #:

ADDITIONAL INFORMATION
<input type="checkbox"/> Picture of the mobile unit you will be used is attached
<input type="checkbox"/> Written Property Owner's Permission
Will a sign be used: NO <input type="checkbox"/> YES <input type="checkbox"/> Signs, if used, must conform to Section 6 of the Transient Merchant - Food Cart License Standards.
Will tents or other membrane structures be used: NO <input type="checkbox"/> YES <input type="checkbox"/>
Indicate size of tent or membrane structure being used:

SIGNATURE AND INFORMATION	
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 also received a copy of the Transient Merchant – Food Cart License Standards. Please check with your local County or State to see if they may have additional requirements.	
Applicant's Name: (Please Print)	Date:
Applicant's Signature:	Phone Number:
Payment must be submitted with application. Make checks payable to: City of Springfield	
Mailing Address: City of Springfield, Business Licensing, 225 Fifth Street, Springfield, OR 97477	

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 LICENSE STANDARDS

Food Carts are limited “mobile Units: as defined in ORS 624.310(8), any vehicle on which food is prepared, processed or converted or which is used in selling and dispensing food to the ultimate consumer on locations specified below and for which no overnight parking is permitted.

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

1. You will be responsible to obtain permission from the property owners allowing the use of selling goods or services on private properties.
2. A permit shall be required. A permit fee will be required.
3. All display areas and signs on the property shall be located outside the required 25 foot vision clearance triangle.
4. All signage must conform to City of Springfield sign code requirements. Contact staff for additional information at 541-726-3753.
5. The transient merchant-food cart’s location shall not occupy or block any parking spaces or landscaped area required of the established business on the property.
6. Required parking spaces and landscape areas of the established business on the property are to remain clear. *This includes signs as well.*
7. 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.
8. No exposed power cord shall cross a pedestrian access lane. No power cord shall pass a vehicle travel lane. No hard-wired connection allowed.
9. Public Parks: Food units are not allowed in City Parks unless associated with an approved event. Authorization by the organizer of the event must be obtained. Contact Park Services at (541) 736-4104.
10. Transient Merchant - Food Cart Licenses can only be approved if the above standards are satisfied and the property is zoned **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. Please check with Planning, if you are unsure of the zoning at 541-726-3753.

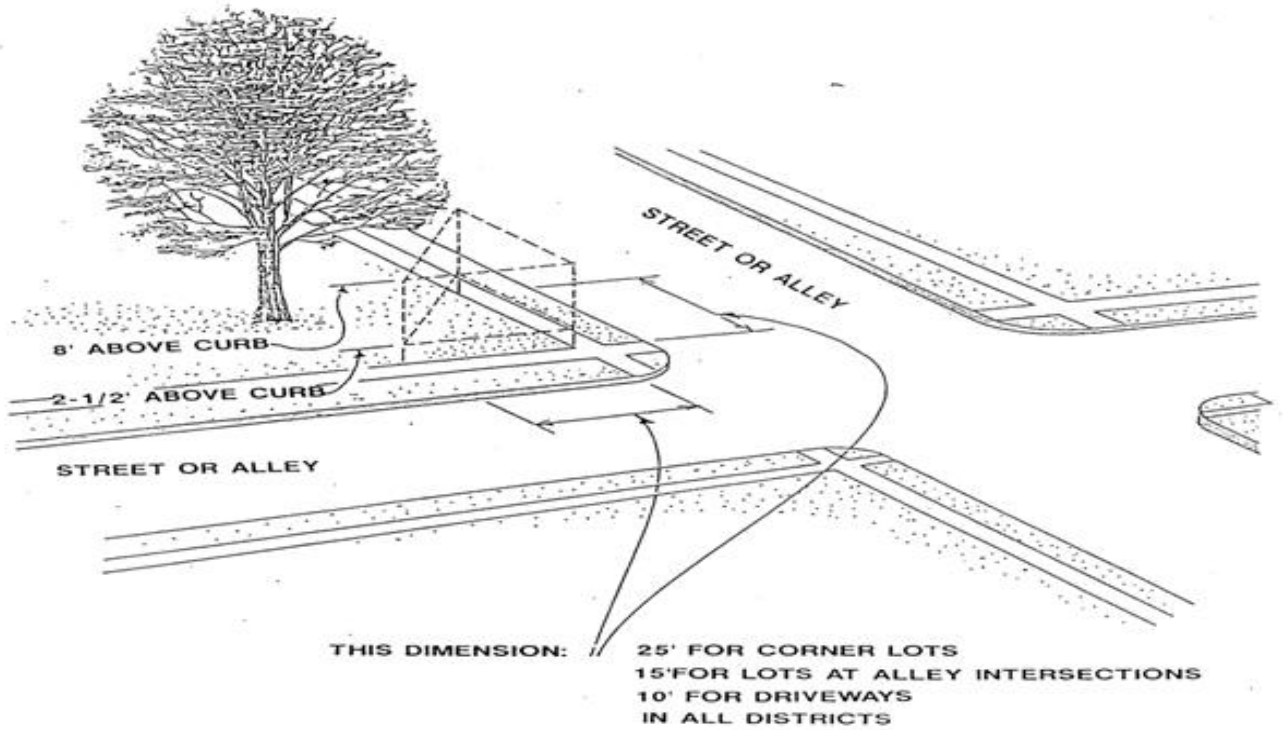
IMPORTANT: Main Street and South A Street are state-owned highways. Vending from vehicles parked on these streets is prohibited until further notice.

***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.**

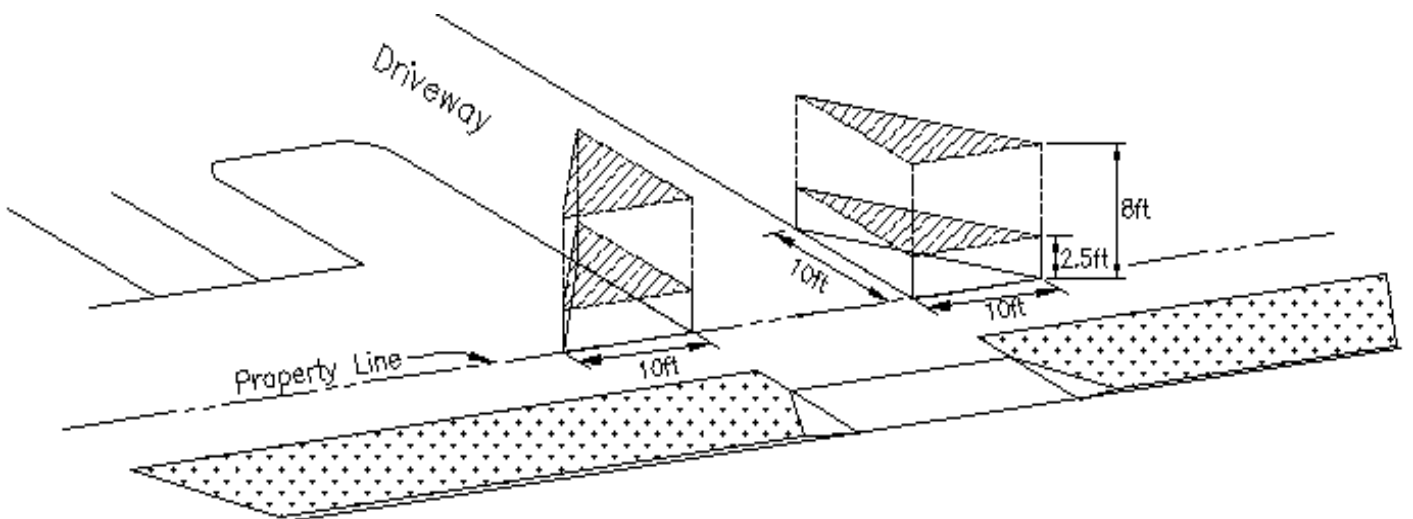
Vision Clearance Areas

Springfield Development Code Section 4.2-130

Vision Clearance



Vision Clearance for Driveway





DOWNTOWN MOBILE FOOD VENDOR PROGRAM COVERAGE – Includes all city-owned streets, sidewalks, open spaces and rights-of-ways within the area outlined. Includes the sidewalks on both sides of Mill Street, South A Street, 10th Street and B Street. Vending is only allowed from specific permitted locations within this area as authorized by NEDCO and the City of Springfield. **IMPORTANT:** Main Street and South A Street are state-owned highways. Vending from vehicles parked on these streets is prohibited until further notice.

Discover Downtown Springfield Food Cart Program Permit and Information – NEDCO - 212 Main Street, (541) 345-7106. Please note all mobile food vendors under NEDCO’s Food Cart Program will also include a Transient Merchant Food Cart License from the City of Springfield in authorized zones outside the Downtown area and within City limits.