

TRANSIENT MERCHANT – FOOD CART APPLICATION



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

APPLICATION FEE: \$54.83 per Fiscal Year (Includes 7.5% administrative fee)
All fees are non-refundable

BUSINESS INFORMATION	
Name of Business:	Hours and Days of Operation:
Address of Sale: WITHIN SPRINGFIELD CITY LIMITS	
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:		

LICENSE CONDITIONS
Check each box to indicate acknowledgement of conditions of this license.
<input type="checkbox"/> Applicant is responsible to obtain permission from the property owner(s) allowing the use of selling goods or services on private properties. If vending in parks within City limits, contact Willamalane Park District at (541) 736-4104 to obtain property owner permission.
<input type="checkbox"/> 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.
<input type="checkbox"/> The mobile unit must be inspected by Lane County Health and Human Services. A food handlers' card is required. https://lanecounty.org/government/county_departments/health_and_human_services
<input type="checkbox"/> 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.)
<input type="checkbox"/> 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.
<input type="checkbox"/> 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.
<input type="checkbox"/> 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 to dispose of grey water and other liquid waste generated by the mobile unit must be licensed by the Oregon Department of Environmental Quality (DEQ) at 1-800-452-4011 or search online at: http://www.deq.state.or.us/wq/onsite/sdssearch.asp

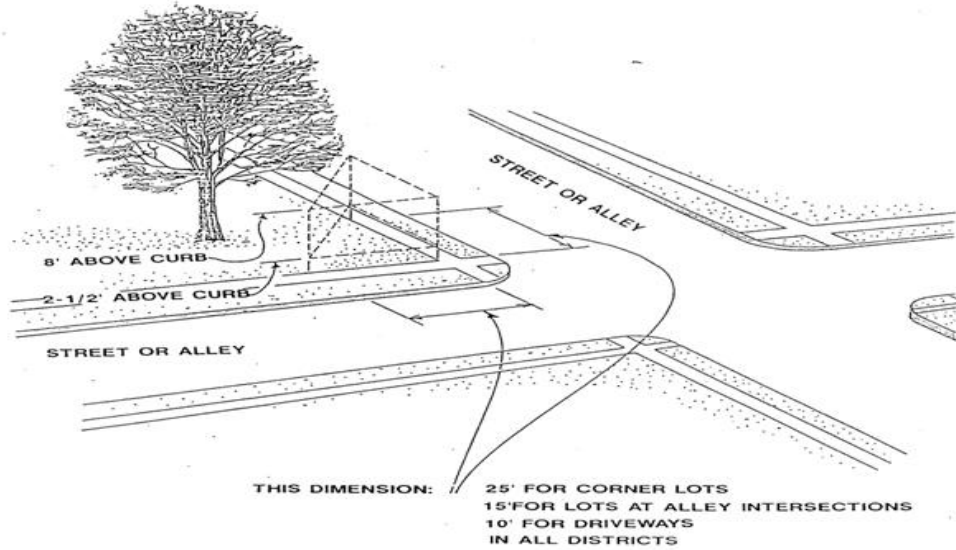
LICENSE CONDITIONS (CONTINUED)	
Check each box to indicate acknowledgement of conditions of this license.	
<input type="checkbox"/> Pedestrian (walk-up) traffic only is allowed (no drive-thru service).	
<input type="checkbox"/> The transient merchant-food cart location shall not occupy or block any parking 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.	
<input type="checkbox"/> 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.	

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 accept the terms and conditions pertaining to this license and understand the license may be revoked if conditions are not adhered to. 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 made during the business year are not pro-rated and are subject to the entire fee. All Business Licenses are subject to a 7.5% administrative fee. All fees are non-refundable and no license is transferable.

Vision Clearance Areas from the Springfield Development Code

Vision Clearance



Vision Clearance for Driveway

