



711 W. Cinnamon Drive • Lemoore, CA 93245 • Planning (559) 924-6744, Ext. 740
Community Development Department

**ADMINISTRATIVE USE PERMIT APPLICATION
(Semi-Permanent Mobile Food Vendor)**

An administrative use permit is required prior to the establishment of any use for which an administrative use permit is required by Title 9 of the Municipal Code. See Section 9-4B-2. "Allowed Uses and required Entitlements for Base Zoning Districts", of this title, which identifies specific land uses that require an administrative use permit prior to issuance of subsequent permits (e.g., building permit, business license).

The City finds that the vending of produce, prepared or prepackaged foods, wares, and/or services at semi-permanent locations on public streets, sidewalks, or alleys and on private property may, under certain circumstances pose unsafe conditions and special dangers to the public health, safety and welfare of the residents of the City. It is the purpose of Municipal Code section 9-4D-13 to provide clear and concise regulations governing these types of vending operations to prevent safety, traffic, and health hazards, as well as to preserve the peace, safety, and welfare of the City and its residents and to prevent the unregulated proliferation of too many vendors near one location, thus negatively impacting traffic and pedestrian safety.

The Community Development Director shall be the approving authority. A public hearing or notice is not required unless elevated to the Planning Commission as provided in subsection 9-2A-7 or appealed to Council.

The following material constitutes a completed application submitted to Planning:

- a. Application form filled out completely
- b. Health Department clearance forms, licenses and or permits
- c. One (1) set of an 11"x17" Site Plan drawn showing the existing site layout, off street parking, permanent light sources, location where mobile vendor vehicle will be located, concrete paved area, fencing, landscaping, and trees (pictures of the location will be accepted).
- d. A map showing all properties within 1,000 foot radius of the proposed location.
- e. Letter from property owner providing permission to use the site and required restroom facilities.
- f. Any other information required by Planning.
- g. Applicable filing fees payable to the City of Lemoore. (Cash or Check)

<p>1. APPLICANT/DBA:</p> <p>Name: _____</p> <p>Address: _____</p> <p>Telephone: _____</p> <p>Email: _____</p>	<p>2. PROPERTY OWNER: <i>(if other than applicant, signature required)</i></p> <p>Name: _____</p> <p>Address: _____</p> <p>Telephone: _____</p> <p>Email: _____</p>
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3. Address, Parcel Number and Location on property proposed for conducting business: _____

4. Zone District (NC, RC, MU, or ML): _____ 5. Existing Use of Property: _____

6. Type of Vendor: _____ 7. Hours of Operation: _____

8. What type of noise, if any, will be emitted from your mobile business as a result of the proposed activity: _____

9. Description of mobile unit(s): _____

10. Will the mobile unit(s) include cooking at the location? Explain: _____

11. Location mobile unit(s) will be cleaned and grease be disposed: _____

12. Location of food commissary where food will be stored: _____

13. Number and Type of Vehicles/Trailers used for business: _____
14. Address where mobile unit(s) will be stored when not in use: _____
15. Home Occupation Required (Yes or No): _____ 14. Rent or Own Property: _____
16. Type and location of Signage (if any): _____

**CITY STANDARDS
(Section 9-4D-13)**

Semi-permanent mobile food vendors shall comply with all of the following development standards:

1. The vehicle must be located on a private "developed site" (as defined in chapter 9-12) zoned neighborhood commercial (NC), regional commercial (RC), mixed use (MU), or light industrial (ML), subject to the following:
 - a. The owner(s) of the property shall give permission to use the site and required restroom facilities for food service workers within two hundred feet (200') of the vehicle and access to such must be available during the mobile vehicle's business hours. Portable toilets shall not be allowed.
 - b. Vendor shall not use or permit use of parking spaces on the site if doing so will adversely affect the on-site parking available for the primary use of the site as determined by the city.
 - c. Vendor cannot interfere with or create hazards for vehicular or pedestrian access, aisles, circulation, driveways, or fire lanes and hydrants.
 - d. Tables, chairs, shade structures, and trash cans for patrons shall be maintained in a safe and clean manner at all times and removed nightly if used.
 - e. Hours of operation at an approved semi-permanent location shall be no earlier than seven o'clock (7:00) A.M. and no later than ten o'clock (10:00) P.M., and the vehicle shall be moved each night to an area not open to public view.
 - f. Food products must be stored at a commissary (as defined in chapter 9-12) approved by the Kings county health department.
 - g. Vendor shall have adequate lighting to ensure customer safety either on the vehicle or at the location of the vehicle during business hours.
 - h. There shall be no more than one other semi-permanent mobile food vendor or permanently located vendor of produce, prepared, or prepackaged food located within one thousand feet (1,000') of the site.
2. Vendor shall obtain, display, and keep a current city of Lemoore business license, comply at all times with this section as well as title 3, chapter 5 (food handling) and title 6, chapter 4 (stopping, standing or parking), including section 6-4-10 (peddlers and vendors), of this municipal code, and all other applicable federal, state, and local laws and regulations.
3. Mobile food vehicle shall be entirely self-sufficient in regard to gas, water, and telecommunications. Should any utility hookups or connections to on-site utilities be required, the vendor shall be required to apply for appropriate permits to ensure building and public safety and consistency with applicable building and zoning regulations. Any cords or plugs used from the vehicle to electrical sources shall be appropriately covered or tied down so as to not cause trip hazards and may not be strung across parking lots.
4. All Kings county health department permits/licenses must be obtained, displayed, and kept current at all times and submitted with the administrative review application.
5. Applicants and the subject mobile food vehicles shall comply with all California retail food code provisions (California Health and Safety Code §113700 et seq.), including more specifically, but not limited to, chapter 10, mobile food facilities, of such code and Health and Safety Code §114250.1 regarding the availability of adequate toilet facilities for use by food service personnel within two hundred feet (200') of unit location.
6. Vendor shall display, in plain view and at all times, current permits and licenses in or on the mobile food vehicle.
7. Daily cleanup and disposal of waste products shall be done at an approved commissary with proof of such being provided when renewing the annual business license. The vendor shall not discharge or allow discharge of items from any mobile food vehicle onto the sidewalk,

gutter, storm inlets, or streets. The vendor shall not dispose or allow the disposal of any trash or refuse in any such public or private trash receptacle other than a trash receptacle owned, operated, or otherwise provided by and under the control of such vendor. At least two (2) such vendor-provided trash containers shall be available on site. Violation of this provision can lead to the suspension and/or revocation of the permit to do business pursuant to section 3-5-11 of this code.

8. The vendor shall install and maintain signage in a visible location indicating that loitering is not permitted and that customers may only remain on the site to pick up and, if applicable, consume their orders. The vendor shall be responsible for ensuring that customers comply with this no loitering provision.

9. In approving an application for a semi-permanent mobile food vehicle, the planning director shall impose on the vendor such conditions and requirements as may be necessary to ensure compliance with the standards, conditions, and requirements in this subsection 9-4D-11-D and other provisions of this title.

I certify that the information provided on this form is true and correct and that I have read and understand the City standards. I understand that should I move to another location, and wish to continue this Use, I will have to submit a new Administrative Use Application for City approval. I further understand that I must obtain a business license prior to start of business and that this permit shall be revoked if it is determined by the Community Development Department that any of the City standards are not being met.

19. Applicant Signature: _____ 20. Date: _____

21. Print Name: _____

22. Property Owner's Signature: _____ 23. Date: _____

24. Print Name: _____

FOR OFFICE USE ONLY	
Type of Administrative Use Permit:	_____
File Number: _____	Zone District: _____ Assessor Parcel Number: _____
Date filed: _____	Receipt No.: _____ Fees Paid: _____
Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied by _____	Date: _____
Conditions of Approval: _____	
Reason for Denial: _____	Per Section 9-2A-8 Option for Appeal Expires: / /