



Temporary Use Application for Mobile Vending Unit

PO Box 458 * Veneta, OR 97487 * 541-935-2191 * Fax 541-935-1838 * www.venetaoregon.gov

Mobile Vending Permits are non-transferable and only valid on site designated on permit application.

Note: Business Registration Application form and annual business registration fee of \$25 required in addition to Mobile Vending Permit Fee

Type of Permit: NEW ____ RENEWAL ____

Permit #: _____

Permit Fee: \$50.00 / Annual Renewal Fee: \$50.00

Received Date: _____

Receipt #: _____

Applicant Name (if not owner): _____ Daytime Phone _____

Mailing Address: _____ Email: _____

Property Owner Name: _____ Daytime Phone: _____

Mailing Address: _____

1. Vendor Location and Address: _____

2. Nature of Business/ Product(s) being sold: _____

3. Days and Hours of Business Operation: _____

DEFINITIONS:

- **MOBILE VENDING SITE:** One (1) site with multiple (three or more) mobile vendors
- **MOBILE VENDING UNIT:** Any vehicle that is self-propelled, or can be pulled or pushed down a sidewalk, street, highway or waterway intended for retail, food, or drink sales.

Required with Application:

- ☐ Picture of the mobile unit attached.
- ☐ Site Plan complying with Veneta Zoning and Development Code, Section 7.04(2) attached.
- Will a portable sign be used: ☐ No ☐ Yes If Yes, submittal and approval of Sign Permit is required.
- Mobile Food Vendors only: The mobile food unit complies with applicable Oregon Health Authority (OHA) Mobile Food Unit license requirements.
- ☐ Copy of Lane County Environmental Health License
Lane County Environmental Health License Number: _____
- Inspection from Lane Fire Authority (Signature required on reverse side). Call 541-935-2226 to schedule the inspection.
- Submit business registration and fee to City of Veneta within three (3) days per permit approval and prior to occupancy of site.

I HEREBY STATE THAT THE FACTS RELATED IN THE ABOVE APPLICATION AND THE PLANS AND DOCUMENTS SUBMITTED HERewith ARE TRUE, COMPLETE, CORRECT, AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Applicant Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____

(if not applicant)

APPLICATION FEES & DEPOSITS

Fees and deposits are intended to cover the full cost for processing applications. They are not intended to cover the cost for interpretation of ordinances or for long-range planning. Applicants seeking development which requires more than one type of review (such as site plans and conditional use permits) must pay all applicable fees and deposits. Applicant acknowledges and agrees that Applicant's failure to pay City costs over the base fee amounts, as charged monthly by the City, may result in the City pursuing any or all legal remedies available, including but not limited to lien on Property in the amount owed; prosecution for violation of the City's current fee resolution and the Veneta Zoning and Development Code; issuance of a stop work order, non-issuance of building permits for Property, or cessation of related proceedings; set-off against any reimbursement owed; and turning amounts owed over to a collection agency.

Application Deposits: Certain application fees are represented by a deposit amount. Applicants shall be charged for actual processing costs incurred by the City. City staff time shall be monitored for applications which require a deposit in lieu of a non-refundable fee. Any unused portion of the deposit shall be returned to Applicant upon completion of the application process, conditions of approval, and any ensuing appeals. Any additional costs incurred beyond the deposit amount shall be charged to and paid by Applicant on a monthly basis. Applicant agrees that Applicant's failure to pay these amounts triggers City's option to pursue any or all remedies, as listed above.

Application Fees: Fixed fees are non-refundable and are based on average application processing costs rounded to the nearest \$25.

Technical Review/Publication Deposit: The actual costs charged to the City for technical review of land use applications, including but are not limited to City's planning, public works, engineering, administration, legal, wetland specialists, geologists, biologists, arborist, and any other services provided in processing Application, shall be charged to Applicant, at the rate(s) charged to the City. In addition, the actual costs of preparing and mailing notices to abutting property owners or others required to be notified, the costs of publishing notices in newspapers, and any other mandated costs shall be charged to Applicant. Such costs shall be adjusted as soon as the specific amounts are known. Applicant agrees that any deficiencies shall be collected from Applicant, and that Applicant's failure to pay these amounts triggers City's option to pursue any or all remedies, as listed above.

Applicant: _____

Property Owner(s): _____

FOR CITY USE ONLY

Required Attachments:

- ____ Site plan
- ____ Any required state or local permits and licenses
- ____ Property owner authorization/Property owner signature
- ____ Picture(s) of Mobile Vending Unit

For Planning Department:

Application Complete: _____
Permitted in Zoning District: ____ Yes ____ No

Required Approvals:

Lane Fire Authority: _____

Planning: _____

Authorized Signature

Date of Issue

Expiration Date