



City of Palmetto -516 8th Avenue West, Palmetto, FL 34221 (941) 723-4570

## **MOBILE VENDOR APPLICATION**

Mobile vendors are those persons or businesses selling goods or services to the general public from a location which can be moved from time to time, including but not limited to vehicles, trailers, push carts and tents.

**PLEASE READ TO DETERMINE WHAT TYPE OF VENDOR YOU ARE AND THE REQUIRED FORMS YOU WILL NEED TO FILL OUT.**

### **VEHICLE VENDORS**

Vehicle Vendors are those Mobile Vendors which operate from self-contained, street-legal vehicles, and which operate in any fixed location for no more than 15 minutes at a time. Vehicle Vendors shall not be required to obtain a Temporary Use Permit or a Special Function Permit for such operation, but shall obey all traffic laws.

#### **Required Documents:**

1. Business License Tax

### **DAILY VENDORS**

Daily Vendors are those Mobile Vendors which operate from a fixed location for more than 15 minutes, but vacate the location daily. Daily Vendors shall not be required to obtain a Temporary Use or Special Function Permit, but are subject to the following requirements:

- Vendors shall not place vehicles, product, or related equipment or fixtures on the property where sales are to occur prior to 7:00 a.m., and all vehicles, product or related equipment or fixtures shall be removed each evening within an hour after sunset;
- Vendors shall obtain written permission of the property owner for use of the site as well as restroom facilities;
- Vendors shall not place vehicles, product, or related equipment or fixtures within a drive aisle, within a visibility triangle, within required open space, or within a required parking space as required by the Palmetto Code of Ordinances;
- Vendors shall not impede the vehicular or pedestrian ingress or egress of other businesses or building entrances or exits;
- Vendors are not allowed to sell or otherwise provide services within rights-of-way (including roads and sidewalks) located within the City, except where approved by the City Commission as a Special Function Permit;

- Vendors shall not be connected to potable water, sanitary sewer or electrical service; and
- Vendors shall not provide tents, tables or other areas for on-site consumption of goods.

**Required Documents:**

1. Business License Tax.
2. Property Owner Authorization Form.
3. Site Plan: Including but not limited to, location of the mobile set-up, proposed parking, garbage disposal, and ingress and egress.
4. Provide authorization letter from property owner to use the site and restroom facilities.
5. Provide hours of operation.

SEASONAL VENDORS

Seasonal Vendors are those Mobile Vendors which operate from a fixed location and do not vacate the premises completely on a daily basis. Seasonal Vendors shall obtain a Temporary Use Permit which will include submittal of a site plan or accurate survey as described below. Temporary Use Permits shall be reviewed and approved by the Director of Public Works or his designee. Seasonal Vendors shall demonstrate adequate provision for ingress/egress, traffic circulation, parking, waste disposal, utilities, restroom facilities and seating, as applicable, and shall specifically meet the following requirements:

- Vendors shall obtain written permission of the property owner for use of the property and restroom facilities;
- Vendors shall not place vehicles, product, or related equipment or fixtures within a drive aisle, within a visibility triangle, within required open space or within a required parking space as required by the Palmetto Code of Ordinances.
- Vendors are not allowed to sell or otherwise provide services within rights-of-way (including roads and sidewalks) located within the City except where approved by the City Commission as a Special Function Permit.
- Vendors shall not impede the vehicular or pedestrian ingress or egress of other businesses or building entrances or exits; and
- Seasonal Vendors shall not be located on a property for longer than 120 total days during any one calendar year, and shall notify the Public Works Department when they locate on site and vacate.

**Required Documents:**

1. Business License Tax
2. Property Owner Authorization Form
3. Temporary Use Permit
4. Site Plan: Including but not limited to, location of the mobile set-up, proposed parking, ingress and egress, garbage disposal.
5. Provide letter of authorization from property owner to site and use restroom facilities
6. List specific days and hours of operation. (Calendar can be provided, cannot exceed 120 total days in one calendar year.)

OTHER MOBILE VENDORS

All other vendors of goods and services to the general public, whether mobile or not, which do not meet the requirements to be a Vehicle Vendor, Daily Vendor or Seasonal Vendor and are not approved under a Special Function Permit, shall be considered permanent businesses and shall fully comply with the requirements of the City Code of Ordinances.

**Required Documents:**

1. Business License Tax
2. Compliance with Florida Building Code and Palmetto Code of Ordinances

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**TEMPORARY USE PERMIT APPLICATION**

**REQUIRED FOR SEASONAL VENDORS & PORTABLE RESTROOMS**

**\*\*INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED\*\***

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Temporary Use Location: \_\_\_\_\_

Property ID Number: \_\_\_\_\_

Owners Name: \_\_\_\_\_

Owners Address: \_\_\_\_\_

Owners Phone Number: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Phone Number: \_\_\_\_\_

I certify that all the Information I have furnished on this application is true,

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Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

<b>FEE: \$200.00</b>		<b>CHECK APPLICABLE TYPE OF TEMPORARY USE</b>	
Seasonal Vendor	<input type="checkbox"/>	Administrative approval of a Temporary Use Permit is required for Seasonal Vendors which is limited to 120 days during any calendar year starting with the Approval date below.	
Portable Restroom(s)	<input type="checkbox"/>	City Commission approval of a Temporary Use Permit is required for portable restrooms on site for more than 5 days, whether consecutive or sporadic, in one calendar year.	
Duration of Temporary Use:	_____ to _____		
Description of Temporary Use: _____ _____			
<i>NOTE: Seasonal Vendors shall be required to obtain a business tax license, if required by law and shall maintain all applicable local and state permits and licenses and shall display or have such permits and licenses available for inspection at all times during operation.</i>			

<b>APPROVALS</b>			
Planning & Zoning:	Name _____	Date _____	
Building Department:	Name _____	Date _____	
Public Works Director:	Name _____	Date _____	



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**PROPERTY OWNER AUTHORIZATION FORM**

As owner(s) of the property located at \_\_\_\_\_,

I (we) hereby grant permission for \_\_\_\_\_,

to sell their products outside of the commercial business at the address listed above. I (we) understand that outdoor grilling, smoking, or barbecuing is not permitted.

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Property Owners (1) Printed Name	Property Owner (1) Signature	Date
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Property Owners (2) Printed Name	Property Owner (2) Signature	Date
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## **TEMPORARY USE PERMITS FOR PORTABLE RESTROOMS**

**Events planned on public or private property that will provide the use of a portable restroom for a period of time greater than five (5) days, whether consecutive or sporadic, in one (1) calendar year must be granted a Temporary Use Permit by City Commission:**

Section 6.11.A of Appendix B-Zoning Code of the City of Palmetto is intended to control the use and placement of portable restrooms to protect the public health, safety and welfare.

### Sec. 6.11.A -Portable Restrooms

- A. For purposes of this section, "portable restroom" means a self-contained transportable unit that includes fixtures, incorporating holding tank facilities, designed to contain human excrement. Portable restrooms shall not be placed on any property for a period of time greater than five (5) days, whether consecutive or sporadic, in one (1) calendar year unless the city commission grants approval of a temporary use permit upon determining that placement of a portable restroom for a longer duration is not contrary to the public health, safety and welfare. If an applicant is seeking approval of a special function permit, a temporary use permit for portable restrooms may be approved as part of the special function permit approval.
- B. Failure to comply with any of the below requirements may result in denial or revocation of a temporary use permit for a portable restroom.
  1. Portable restrooms shall be constructed and maintained in a clean condition so that insects and rodents cannot enter the vault; and
  2. The director of public works, or his designee, shall ensure that portable restrooms are located on a parcel so as to minimize adverse effects on neighboring properties, water bodies, the city's stormwater system, and the public in general.
  3. All portable restrooms shall be equipped with antibacterial hand sanitizer.
- C. The use of portable restrooms for construction sites which have active building permits may be exempt from the provisions of this section with the written consent of the public works director or his designee, which consent may include written conditions deemed appropriate to safeguard the public health, safety and welfare.
- D. The use of portable restrooms on property owned by the city or the county shall be exempt from the provisions of this section.

*NOTE: Upon receipt of a completed application, it will be placed on the next available Commission meeting for review. Commission meetings generally occur on the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month. Temporary Use Permit Applications are placed on the Commission's consent agenda, which is the first item considered after the meeting start time of 7:00 P.M. The applicant should plan to attend the City Commission meeting to respond to all questions the Commissioners may have.*