

Mobile Vending (Temporary Use) Permit Checklist

Use this to supplement any application for a permit for any mobile business (think of any vehicle that can be parked whether for an hour or for years).

For procedural and administrative related information see the Land Use and Development Code, Section 2.4.10, Temporary Use Permits.

Temporary Uses: Temporary Uses are currently allowed up to 6 months per calendar year. The Planning Director may grant an extension to 9 months in a calendar year.

Completed Land Use Application (a)	<input checked="" type="checkbox"/>	Fees (e) \$35/mo – or \$150/6 months	<input checked="" type="checkbox"/>
Evidence of Good Title (g)	<input checked="" type="checkbox"/>	General Information narrative (m)	<input checked="" type="checkbox"/>

(a) Land Use Application Form: Forms can be downloaded from the Town’s website at the following address: www.pagosasprings.co.gov or a copy is available at the Planning Department office.

(g) Evidence of Good Title: A current lease or rental agreement from the property owner indicating the rented location, the term (from/to dates) and the use. A letter from the property owner in-lieu of a lease may be substituted.

(m) General Development Information: A written description of the proposed Temporary Use of this proposal. Please include type of merchandise/operation being conducted, a site plan sketch, specifics on parking arrangement, hours of operation, site maintenance and trash collection. Provide a Site plan (can be hand drawn) locating the structure, parking etc.

- Note on the permit application whether your use proposes to use any Town owned property such as parks or streets. Use of Town property requires approval by Town Council.

- Describe all as applicable: the hours of operation, locations, parking/stopping locations, proposed seating.

- Will there be music? If so, please describe the music amplification system and volume in the narrative/description.

- Signage beyond 1 menu board and 1 sandwich board (folding A-frame) requires an approved Sign Permit from the Town; application may be found here:

https://www.pagosasprings.co.gov/index.asp?Type=B_LIST&SEC={F5A5939F-4139-403B-8833-560300FD8166}

Application Submittal:

- (a) The applicant shall submit one (1) copy of the complete application package; and one copy of any maps, plats or drawings. Applications will not be reviewed until Planning determines the application is complete, pursuant to LUDC, Section 2.3.4.

General Development Information:

- (a) The applicant shall submit the following information, as determined to be applicable by Planning:
- (i) Written statement and any graphics necessary to describe the precise nature of the proposed use and its operating characteristics; and to illustrate how all temporary use review criteria as established in the LUDC, Section 4.4 (C)(4) Temporary Uses/Structures;
 - (ii) A map showing the proposed development of the site, including structure locations, parking, traffic circulation, useable open space, landscaped areas, utilities and drainage features, as applicable;
 - (iii) Preliminary building/structure plans and elevations sufficient to indicate the dimensions, general appearance and scale of all buildings/structures;
 - (iv) A proposed development schedule indicating the commencement date of the project and/or proposed duration of the permit;
 - (vi) A statement addressing any required provisions for proper ongoing maintenance and use of the site.
- (b) Applicants may be requested to provide additional information, as requested by the Town and determined appropriate by the Town.