Stillwater
Planning Department

216 4th Street North Stillwater MN 55082
651-430-8800
www.ci.stillwater.mn.us
PlanningDept@ci.stillwater.mn.us

Permit No._____
Date Filed: _____
Base Fee: _____
(Payable to City of Stillwater)
Receipt No.:_____

ANNUAL FOOD VENDING PERMIT APPLICATION

The applicant is responsible for the completeness and accuracy of this form and supporting materials. All supporting materials (i.e., photos, maps, sketches, etc.) submitted with the permit application become the property of the City of Stillwater. ***An incomplete application may cause your application to be delayed.***

Address of vending location: _____

Zoning District_____ Description of Business _____

_____

_____

Is this the first annual permit for the business? _____ If no, are there changes to last year's permit?

_____

Required attachments (see Ordinance Excerpt on reverse side of this form for information required in attachments):

1. **Site and Operations Plan**
2. **Utility Plan**
3. **Signage Plan**
4. **Signed Agreement with Landowner**
5. **Narrative describing vending business plan**
6. **Inspection report from Stillwater Fire Department**
7. **Permit from Washington County Health Officials**

I hereby acknowledge the foregoing statements and all data, information and evidence submitted here with, to the best of my knowledge and belief, to be true and correct. I further certify I will comply with the permit if it is granted and used.

Required Landowner Information

Property Owner _____
Mailing Address _____
City - State – Zip _____
Telephone No. _____
Email _____

Signature _____
(Signature is required)

Required Outdoor Sales Business Information

Outdoor Sales Owner _____
Mailing Address _____
City - State – Zip _____
Telephone No. _____
Email _____

Signature _____
(Signature is required)

Speaking to Planning Staff before submittal is always encouraged. Materials can be submitted to the City of Stillwater via mail, drop off or submitted electronically to PlanningDept@ci.stillwater.mn.us.

Seasonal Food Vending Ordinance
Excerpt

Seasonal Food Vending. Seasonal Food Vending is allowed by annual permit only on private property as an accessory use within the CBD Zoning District, subject to the requirements of this subdivision. For purposes of this subdivision, "Seasonal Food Vending" does not include food vending for events. Event food vending requires an event permit pursuant to City Resolution No. 2010-204 and any subsequent revisions to that resolution.

The annual permit for a Seasonal Food Vending cart or vehicle may be approved by the City subject to the following.

(1) A completed permit application form must be submitted annually (including permit fee) to the Community Development Department. The completed application must be submitted at least 60 days prior to the first seasonal usage of the cart or vehicle. To be considered complete, the application must include the completed application form, permit fee, and the following additional information.

(a) Address of the private property upon which the cart or vehicle will operate.

(b) Site and operations plans detailing at least the following:

1. Size and location of the area being occupied by the Seasonal Food Vending operation.
2. Picture and dimensions of vehicle or cart.
3. Location of exits from principal building on the property. The vending equipment and operation must not block the exits.
4. Storage location for vehicle or cart when not open for business.
5. Method of containing trash.
6. Pedestrian and traffic control safety measures. The sales area may not impede pedestrian or vehicular circulation patterns on or around the site.
7. Parking stalls. If parking stalls are being used by the vending operation, this must be indicated on the site plan. The total number of parking spaces required of the principal use of the private property shall not be reduced below the minimum number required by ordinance.
8. Miscellaneous operation details including: a) dates and hours of operation, b) merchandise or service being offered for sale, and c) contact information for the landowner, the applicant, and the manager of the Seasonal Vending operation.

(c) Utility plan. Indicate how utilities will be provided to the operation.

(d) Signage Plan. The annual permit application must include details of all proposed signage. A drawing for each proposed sign shall be submitted. The drawing shall show dimensions and describe materials, lettering, colors, illumination and support systems. The proposed signage shall be reviewed against the following standards.

1. The total number of signs associated with a Seasonal Vending operation is limited to two.
2. All signage for the Seasonal Vending operation must be contained on the subject private property.
3. One sandwich board type sign may be permitted if it satisfies the standards found in Resolution No. 2009-xxx and any subsequent revisions to that resolution.
4. One sign may be painted or affixed directly to the vehicle or cart.
5. No sign associated with the Seasonal Vending operation is allowed to be on the subject property when the cart or vehicle is not present.

(e) Signed agreement from the property owner allowing the proposed Seasonal Vending operation.

(2) Submittal of a satisfactory inspection report of the proposed cart or vehicle from the Stillwater Fire Department.

(3) Submittal of a permit issued for the cart or vehicle by Washington County health officials.

(4) The annual permit shall be reviewed by Community Development Department staff and administratively approved.

(5) Seasonal Food Vending is only allowed on private property. No Seasonal Food Vending permits will be issued for operation on public property or public right-of-ways.

(6) For public safety reasons, all Seasonal Food Vending operations must close by 2:30 am each day. Also, if during large events it is determined by the Chief of Police that downtown crowd control is necessary, Seasonal Food Vending businesses may be required to close earlier than 2:30 am during that event.