



**COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT
PLANNING DIVISION**

P.O. Box 1609, Mammoth Lakes, CA 93546

Phone: (760) 965-3630 Fax: (760) 934-7493

www.townofmammothlakes.ca.gov

MOBILE VENDOR ADMINISTRATIVE PERMIT

(Municipal Code Section 17.52.180)

GENERAL INFORMATION:

Mobile Business Name

Applicant Name

E-Mail Address

Phone Number

Applicant Mailing Address

Applicant Physical Address

MOBILE VENDOR VEHICLE INFORMATION:

State and Vehicle License Plate Number

Vehicle Identification Number (VIN)

Vehicle Type and Exterior Description

Address where mobile vendor vehicle is stored when not in use

Name and address of all legal and registered owner(s) of the mobile vendor vehicle, and each person with a financial interest in the business that operates the mobile vendor vehicle:

Vehicle Owner

Physical Address

Additional registered owner or
person w/ financial interest

Physical Address

Additional registered owner or
person w/ financial interest

Physical Address

* If more than three (3) persons are the registered owner or have a financial interest in the mobile vendor vehicle, please include the additional names and addresses on a separate sheet.

DESCRIPTION OF USE:

All applications for a Mobile Vendor permit must be accompanied by the following information:

- Completed Application Form
- Written evidence that the applicant is an owner, lessee, or holder of a similar interest in the mobile vendor vehicle. Such evidence may include, but is not limited to, a copy of the vehicle title or copy of the vehicle lease.
- Copy of a valid Town Business Tax Certificate for the business that operates the mobile vendor vehicle or proof of evidence that a Town Business Tax Certificate application has been submitted.
- If operating on private property, the mobile vendor shall provide evidence of authorization from the property owner.
- For each person with a ten percent or greater financial interest in the business that operates the mobile vendor vehicle, a list, signed under penalty of perjury, of each conviction of such person and whether such conviction was by verdict, plea of guilty, or plea of no contest. The list shall, for each conviction, set forth the date of arrest, the offense charged, and the offense of which the person was convicted. A person who acquires a ten percent or greater financial interest in the business that operates the mobile vendor vehicle during the term of the permit issued pursuant to Municipal Code Chapter 17.52, shall immediately notify the Planning Director and comply with this requirement. *See attachment 1 for 'List of Convictions' sheet*
- Operating plan that demonstrates adherence to the regulations in Municipal Code §17.52.180.F. *See attachment 2 for list of regulations*
- Evidence of insurance, as deemed acceptable in the reasonable discretion of the Town, against liability of death or injury to any person as a result of ownership, operation, or use of its vending vehicles. The Town shall be included as an additional insured for all mobile vendors.
- For **mobile food vendors**, a copy of a valid Mono County Environmental Health Department permit. All required County Health Permits must be in the possession of the mobile food vendor at all times during which it operates within the Town.
- For **mobile food vendors**, evidence of compliance with Health and Safety Code Section 114315(a). Such evidence may include, but is not limited to, written permission from a private business owner for use of the business's toilet and hand washing facility, a printed or electronic map showing the location of a compliant public toilet and hand washing facility, or similar documented evidence of compliance.
- For **mobile food vendors**, evidence that the mobile food vendor vehicle has fire protection equipment as required by the Mammoth Lakes Fire Protection District. Evidence that the mobile food vendor has received an inspection and approval from the Mammoth Lakes Fire Protection District is required prior to issuance of a mobile vendor permit.
- Sufficient evidence to support the following findings:
 1. The mobile vendor permit meets each of the requirements listed elsewhere in Chapter 17.52;
 2. The operation of the vending vehicle will not result in traffic or pedestrian circulation hazards; and
 3. The operation of the vending vehicle will not disrupt the neighborhoods or zones in which it will be operated.
- Signature of applicant and any applicable property owner(s)
- Payment of all applicable fees (See Community & Economic Development Fee Schedule)

This release is intended to waive, release, and discharge in advance, the Town of Mammoth Lakes, its officers, agents, servants, volunteers and employees from liability, even though that liability may arise out of negligence or carelessness on the part of the persons or entity named above and even if such persons and entity are otherwise strictly liable.

It is understood that the activity mentioned above and on all attachments involves an element of risk associated with the activity, whether known or unknown, and whether known or unknown to the persons and entity above named.

Applicant Signature: _____

Date: _____

Applicant Name: _____
(Printed)

Property Owner Signature: _____

Date: _____

Property Owner Name: _____
(Printed)

Property Owner Signature: _____

Date: _____

Property Owner Name: _____
(Printed)

Property Owner Signature: _____

Date: _____

Property Owner Name: _____
(Printed)

Please provide the signature of any additional applicable property owner(s) on a separate sheet.

Additional notes or comments may be submitted along with the application. Additional conditions may be added to the final permit. All conditions herein, and any other conditions and requirements added to the final Administrative Permit by the Town, shall be required permit conditions and shall be adhered to by the mobile vendor. The Town reserves the right to alter, or revoke the mobile vendor permit for any reason at any time.

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LIST OF CONVICTION(S)

Business Owner¹: _____ Percent of Ownership: _____

No Convictions

OR

	Date of Arrest	Offense Charged	Offense for which the person was convicted	Conviction by
1.				<input type="checkbox"/> Verdict <input type="checkbox"/> Plea of guilty <input type="checkbox"/> Plea of no contest
2.				<input type="checkbox"/> Verdict <input type="checkbox"/> Plea of guilty <input type="checkbox"/> Plea of no contest
3.				<input type="checkbox"/> Verdict <input type="checkbox"/> Plea of guilty <input type="checkbox"/> Plea of no contest
4.				<input type="checkbox"/> Verdict <input type="checkbox"/> Plea of guilty <input type="checkbox"/> Plea of no contest
5.				<input type="checkbox"/> Verdict <input type="checkbox"/> Plea of guilty <input type="checkbox"/> Plea of no contest
6.				<input type="checkbox"/> Verdict <input type="checkbox"/> Plea of guilty <input type="checkbox"/> Plea of no contest
7.				<input type="checkbox"/> Verdict <input type="checkbox"/> Plea of guilty <input type="checkbox"/> Plea of no contest
8.				<input type="checkbox"/> Verdict <input type="checkbox"/> Plea of guilty <input type="checkbox"/> Plea of no contest
9.				<input type="checkbox"/> Verdict <input type="checkbox"/> Plea of guilty <input type="checkbox"/> Plea of no contest
10.				<input type="checkbox"/> Verdict <input type="checkbox"/> Plea of guilty <input type="checkbox"/> Plea of no contest

I declare, under penalty of perjury, that the foregoing is a true, correct, and complete statement of facts.

Signature: _____ **Date:** _____

Print Name: _____

¹ A separate sheet is required for each person with a ten percent or greater financial interest in the business that operates the mobile vendor vehicle.

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Mobile Vendor Regulations (Municipal Code §17.52.180.F)

1. The following time, place, and manner regulations apply to all mobile vending operations:
 - a. Mobile vending operations shall be in full compliance with all applicable local and State regulations and requirements, including, but not limited to, applicable parking restrictions, the California Vehicle Code, the California Health and Safety Code, and the California Retail Food Code provisions.
 - b. The vending vehicle shall not obstruct pedestrian or vehicular traffic in any manner.
 - c. No mobile vendor may operate a vending vehicle:
 - i. On any State Highway, including any portion of State Highway 203.
 - ii. Within 50 feet of any fire hydrant.
 - iii. Within 25 feet of any street intersection controlled by a traffic light, crosswalk, or stop sign.
 - iv. Within 25 feet of a bus stop.
 - v. Within 10 feet from the outer edge of any entrance of any business during the hours that such business is open to the public. For purposes hereof, the term “entrance” includes doors and associated vestibules, driveways and walkways serving the business, outdoor dining area entries, and emergency exits on any side of the building that faces a public street.
 - vi. Within 300 feet of the nearest property line of any property in which a public or private school building is located, between the hours of 7:00a.m. and 5:00p.m. of any school day. This prohibition may be waived for special events for which the Town issues a permit, or by written permission of the Mammoth Unified School District or any other entity which operates the applicable school.
 - vii. In a Town park, unless consistent with Municipal Code Section 12.20.260, Sales for Profit and Solicitation.
 - d. Vending is prohibited on the exposed street and/or traffic side of the vending vehicle.
 - e. Mobile vending operations occurring on streets with sidewalks shall maintain a space on the sidewalk of at least six feet in width free of customer queuing and/or all portions of the vehicle for the clear movement of pedestrians. The Director may require additional minimum access width for high-use pedestrian areas.
 - f. The mobile vendor shall keep the vending area litter free. The mobile vendor shall carry a refuse receptacle on board at all times and must remove litter caused by its products from any public and private property within a 25 foot radius of the vending vehicle’s location.
 - g. The mobile vendor shall not discharge any liquid (e.g., water, grease, oil, etc.) onto or into Town streets, storm drains, catch basins, or sewer facilities. All discharges shall be contained and property disposed of by the mobile vendor.
 - h. All merchandise shall be completely contained within the vending vehicle, (i.e., the exterior of the vehicle shall not be used to display merchandise; merchandise displays may not be set up adjacent to a parked vehicle).
 - i. The mobile vendor shall be subject to the noise provisions set forth in Chapter 8.16 (Noise Regulations) of the Town Municipal Code.
 - j. The mobile vendor shall have adequate lighting to ensure customer safety either on the vehicle or at the location of the vehicle during business hours. Lighting shall comply with the provisions set forth in Chapter 17.36.030 (Exterior Lighting).
 - k. The mobile vendor shall be subject to the sign provisions set forth in Chapter 17.48 (Signs).

Municipal Code §17.48.040.F.7 (Signs Not Requiring a Permit)

Signs on vehicles (including Mobile Businesses). Signs neatly and permanently affixed on a vehicle, one sign per vehicle side, and only identifying the name of a business, generic services, contact information, and location; provided, however, such vehicles shall not be used as parked or stationary outdoor display signs (i.e., Municipal Code Subsection 17.48.060B.11). Such signage shall not be a banner, board, paper, or any temporary sign and shall not substantially project or deviate from the vehicle profile.

ATTACHMENT 2

- I. Ice cream trucks shall also adhere to the regulations established by California Vehicle Code Section 22456.
- m. Mobile vending vehicles operating on private property shall comply with the following requirements:
 - i. The mobile vendor shall not use or permit use of parking spaces on private property if doing so will adversely affect the on-site parking available for the primary use of the site as determined by the Director.
 - ii. The mobile vendor shall not impede the normal use of circulation aisles or driveways or be located in such a manner as to encourage customers to stop in the circulation aisle, driveway or street to obtain vendor service.
 - iii. The mobile vendor shall maintain a copy of the property owner's approval in the vehicle. The person operating the mobile vendor vehicle shall present this proof upon the demand of a peace officer or Town employee authorized to enforce this Section.
- n. No tables, chair or other site furniture shall be permitted to be placed within the public right of way, unless an encroachment permit for such use is approved by the Town. Such site furniture may be permitted on private property with permission of the property owner, and must comply with the restrictions set forth for operation of the mobile vendor vehicle in this section.
- o. Mobile vending vehicles (if more than a two axle vehicle) shall not be stored/parked in a residential zone when not in operation.

The mobile vendor permit, once issued, shall be displayed at all times the mobile vendor vehicle is in operation.