



City of Capitola

Sidewalk Vending Application

Name of Business: _____

Type of Goods: _____

Application for: *(Check all that apply)*

- | | |
|--|---|
| <input type="checkbox"/> Stationary Vending Permit – Merchandise | <input type="checkbox"/> Roaming Vending Permit - Merchandise |
| <input type="checkbox"/> Stationary Vending Permit – Food | <input type="checkbox"/> Roaming Vending Permit - Food |

IMPORTANT: Please check the box next to the name of the person listed below whom we should contact regarding this application.

Business Owner: _____ Phone: _____

Mailing Address: _____

Email: _____

Applicant: _____ Phone: _____

Mailing Address: _____

Email: _____

I, the undersigned, understand approval of this project does not waive any requirements, laws, or ordinances of the City of Capitola. All statements contained herein, including all documents and plans submitted in connection with this application, are true and accurate to the best of my knowledge.

In submitting this Application, I agree to defend, indemnify, and hold harmless the City of Capitola, its officers, employees, and agents, from and against any claim, including attorneys' fees and litigation costs, arising out of or in any way related to the City of Capitola's processing, consideration, or approval of this Application.

Signature: _____
Business Owner

Date: _____

I hereby authorize the above named contact person to act as my agent in all matters pertaining to this application.

Signature: _____
Business Owner

Date: _____

Permit Guidelines

1. Permits shall be issued in order that they are received and deemed complete.
2. Permits are valid for a period of 12 months.
3. This application shall be accompanied by information required on the attached information checklist.
4. Each permit is limited to one (1) sidewalk vendor with one (1) sidewalk vending receptacle.



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Submittal Checklist

The following items are required at time of application submittal.

1. Provide proof of a valid California Department of Tax and Fee Administration seller's permit which notes the City as a location or sublocation, which shall be maintained for the duration of the sidewalk vendor's permit.
2. Provide a description of the type of merchandise to be sold.
3. If selling food, provide proof of a valid Health permit issued by the Santa Cruz County Environmental Health Department in accordance with Part 7 of the California Health and Safety Code.
4. If selling food, include a description of the type of food to be sold, whether such foods are prepared on site, whether such foods will require a heating element inside or on the sidewalk vending receptacle for food preparation, and the type of heating element, if any.
5. Provide plans or photos with the dimensions of the sidewalk vendor's sidewalk vending receptacle(s), including any signs that will be affixed thereto. Sidewalk vending receptacles and any attachments thereto shall not exceed a total height of four (4) feet, a total width of three (3) feet, and a total length of four (4) feet. Signs shall not exceed three (3) square feet; and no free-standing sign shall be placed on a public street or sidewalk.
6. The location(s) in the City where you intend to operate.
7. The day(s) and hours of operation that you intend to operate.
8. Provide proof of adequate insurance to protect the City from liability associated with the sidewalk vendor's activities, as determined by the City's Risk Manager, or the Risk Manager's designee, and, if required by the City, name the City as an additional insured.
9. Applicable fee as adopted within the current Capitola Fee Schedule.

***NOTE:** All businesses/contractors must have a valid business license permit. Please contact the City of Capitola Finance Department, Business License office at (831) 475-7300 for further information regarding necessary applications and fees.



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AGREEMENT FOR PAYMENT OF PROCESSING FEES

City of Capitola (hereinafter CITY) and _____ (hereinafter APPLICANT) agree to the following:

1. This Agreement is in reference to the permit processing costs associated with Planning Application # _____.
2. A minimum deposit or fixed fee will be collected at the time of project submittal. Fixed fees are non-refundable, flat fee payments. Deposit accounts require an initial payment as stipulated in the City's Fee Schedule. If the initial deposit is depleted, the APPLICANT is responsible for replenishing the account to continue processing. Projects with deposit accounts will receive an invoice prior to issuance of a planning permit to be paid within 25 days from the invoice date. Upon completion of project review, any remaining deposit will be refunded to the APPLICANT. If it is necessary to utilize consultant services, a deposit to cover the consultant's costs will be requested from the APPLICANT prior to execution of the contract with the consultant.
3. The APPLICANT is responsible for payment of all permit processing costs associated with this project. If during the course of processing, the financial responsibility changes, the new financially responsible party must complete an Agreement for Payment which will release the previous APPLICANT from further financial obligations and designate the new APPLICANT.
4. If an invoice is not paid within 25 days CITY may stop work and close the application.
5. APPLICANT agrees to pay all fees applicable under the City's Fee Schedule prior to approval and issuance of land use clearance, map clearance or clearance for record of survey, building permit and post discretionary case clearance. No clearances or permits will be issued without receipt of fully payment for fees unless waived or adjusted by the Community Development Director upon a showing of good cause.
6. If the APPLICANT owes any amount due on any other project application, the CITY will not accept any subsequent permit application from the APPLICANT, unless waived by the Community Development Director.

Executed this _____ day of _____, 20____

CITY

APPLICANT

Community Development Department

Signature

Print Name

Mailing Address



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EXAMPLE VENDING RECEPTACLE PLAN (Sidewalk Vendor Submittal Checklist #5)

A sidewalk vending receptacle is a pushcart, stand, display, pedal driven cart, wagon, showcase, rack or other non-motorized conveyance used for sidewalk vending activities.

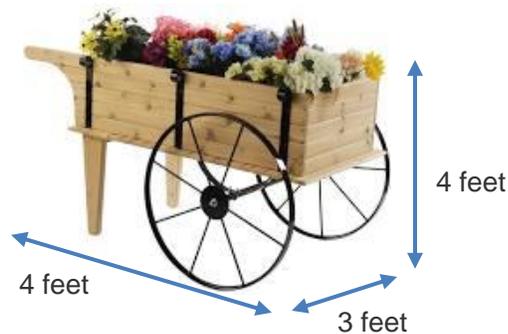
As part of the Sidewalk Vendor Application, each vendor is required to provide plans or photos of the proposed sidewalk vending receptacle. The plans must include dimensions for height, width, and length of the receptacle. Sidewalk vending receptacles and any attachments thereto shall not exceed a total height of four (4) feet, a total width of three (3) feet, and a total length of four (4) feet.

Example 1: Vending Tray



Height: 6 inches
Width: 2 feet
Length: 1 foot 6 inches

Example 2: Vending Cart Details



Height: 4 feet
Width: 3 feet
Length: 4 feet



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EXAMPLE SIDEWALK VENDING SIGN PLAN (Sidewalk Vendor Submittal Checklist #5)

The application shall also include a sign plan for a sign attached to a vending receptacle. Signs shall not exceed three (3) square feet. Free-standing signs are prohibited.





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LOCATION MAP (Sidewalk Vendor Submittal Checklist Item #6)

Please use a highlighter and highlight proposed vending location(s).

