



CITY OF SOUTH LAKE TAHOE
Development Services Department, Planning Division
1052 Tata Lane, South Lake Tahoe, CA 96150
Phone (530) 542-6010 • Fax (530) 541-7524
Web address: www.cityofslt.us

MOBILE VENDING LOCATION PERMIT APPLICATION

Site Address: _____

Assessor's Parcel Number: _____

Please list all persons with ownership interest in the property. Properties owned by corporations, companies, partnerships or trusts require submittal of documentation identifying all owners, members or other parties with interests. Provide additional pages if necessary. All property owners shall sign the application or provide written authorization for this application.

Property Owner Name: _____

Property Owner Phone #: _____

Property Owner Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Property Owner Email Address: _____

The applicant will be considered the primary point for correspondence and contact from the City unless requested in writing otherwise. By signing and authorizing this application, all property owners consent to the contact person listed below as the responsible party for all correspondence with the City regarding this application. Please contact the City Permit Center to update contact information if necessary in the future.

Applicant Name: _____

Applicant Phone #: _____

Applicant Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Applicant Email Address: _____

By signing and submitting this application, the applicant agrees to the following:

1. Applicant and legal owner of the property, hereby agree to defend, indemnify and hold harmless the City and its agents, officers, attorneys and employees from any claim, action, or proceeding (collectively referred to as "proceeding") brought against the City or its agents, officers, attorneys or employees to attack, set aside, void, or annul the City's decision to approve any tentative map (tract or parcel) development, land use permit, license, master plans, preliminary plans, design review, variances, use permits, general and community/area plan amendments, zoning amendments, and approvals including certifications under CEQA. This indemnification shall include, but not limited to, damages, fees and/or costs awarded against the City, if any, and cost of suit, attorney's fees and other costs, liabilities and expenses incurred in connection with such proceeding whether incurred by applicant, the City, and/or the parties initiating or bringing such proceeding. That all materials submitted as part of this application package are considered to be public information, may be posted on the internet, distributed to the necessary Committees, Commissions and Council as part of the approval process, and reviewed by the public.
2. To comply with all City ordinances and State laws relating to building construction for any and all aspects of the project proposed in this application.
3. Authorize employees, agents, and/or consultants of the City of South Lake Tahoe to enter upon the subject property upon reasonable notice, as necessary, to inspect the premises and process this application.

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for adequate evaluation of this project to the best of my ability that the facts, statements, and information presented are true and correct to the best of my knowledge and belief. I further understand that additional information may be required to be submitted before an adequate evaluation can be made by the City of South Lake Tahoe. Provide additional pages if the necessary.

Property Owner Signature: _____ **Date:** _____

Property Owner Signature: _____ **Date:** _____

Property Owner Signature: _____ **Date:** _____

Applicant Signature: _____ **Date:** _____

City Fees:

Amount Paid: _____ **Received By:** _____ **Date:** _____



MOBILE VENDING LOCATION PERMIT APPLICATION SUBMITTAL CHECKLIST

Project #: _____ (for use by City Staff)	
<p>This submittal checklist is provided for your use as a guide in submitting a complete application to the City of South Lake Tahoe. Please bring your completed checklist with you when you submit your planning permit application. This checklist will then be used to ensure that all materials are included in a submittal package before it is accepted for review. Acceptance of an application does not imply approval. However, it will enable the City to perform an efficient and comprehensive review if all items on this checklist are included. Additional information may be requested as part of the project review/plan check process. Incomplete submittals will cause delays in the application review process.</p>	
<p>In general, the plans should be:</p> <ul style="list-style-type: none"> • Clearly delineated, showing all existing and new construction • Drawn to scale and fully dimensioned • Clear and legible; illegible plans will not be accepted 	
<p>TO BE COMPLETED BY THE APPLICANT</p> <p>Project address: _____</p> <p>Parcel APN: _____</p>	
<p>Application Documents</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete City Application form with property owner authorization <input type="checkbox"/> Applicable City Fees <input type="checkbox"/> Written Project Description <input type="checkbox"/> Explicit written permission from the property owner for mobile vending activities to occur on site <input type="checkbox"/> Plan Set <input type="checkbox"/> TRPA Land Capability and Coverage Verification if new coverage (paving) is proposed <input type="checkbox"/> Provide a digital copy of all application documents on a CD or thumb drive 	
<p>Plan Set</p> <ul style="list-style-type: none"> <input type="checkbox"/> Three complete full size sets (minimum size:18" X24") <input type="checkbox"/> One reduced set plans and one set in PDF format (on a CD or thumb drive) 	
<p>Title Page containing:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Project name & address, as well as project owner's name, address and phone number <input type="checkbox"/> Assessor Parcel Number (APN) <input type="checkbox"/> Name, title, address, phone number of design professional or plan preparer <input type="checkbox"/> Project, Business or Tenant name <input type="checkbox"/> Scale used for drawing <input type="checkbox"/> Vicinity map identifying the subject property, the adjoining streets, and the major streets in the surrounding area of the site and North arrow 	<p>Plan Sheet # _____</p>
<p>Site Plan containing all applicable:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Full parcel(s) with all property lines, dimensions, adjacent street names, and all recorded easements <input type="checkbox"/> Existing building/structure footprints (labeled with square footage) <input type="checkbox"/> Decks, porches, balconies, accessory structures, walls, fences, patios, trash enclosures, freestanding signs, outdoor dining areas, outdoor storage areas, and any other onsite structures and facilities <input type="checkbox"/> Existing driveways, parking areas, sidewalks, walkways, and other paved surfaces <input type="checkbox"/> All natural features such as rock outcroppings, watercourses, drainages, etc. 	<p>Plan Sheet # _____</p>

- Proposed mobile vending locations(s) and dimensions of each area
- Surface type for all hard/paved surfaces
- Location of all existing and proposed exterior lighting
- North arrow and scale
- If new land coverage (paving) is proposed:
 - Land Capability District boundaries
 - Identified removed, relocated or proposed new coverage
 - Existing and proposed land coverage calculations with breakdown of type of coverage (buildings, paving, compacted dirt, etc.)
 - Stream Environment Zone (SEZ) and Backshore boundaries, and required setbacks
 - All trees greater than 6" proposed for removal

Project Description containing all applicable information below:

- Description of existing uses on the property including the floor area dedicated to each use, existing use hours of operation
- Description of existing vehicle ingress/egress locations
- Description of existing number of legally existing parking spaces and ADA parking spaces
- Description of proposed mobile vending operations including:
 - Proposed number of mobile vendor spots
 - Proposed mobile vending days and hours
 - Indication of proposed mobile vendor spots (i.e. existing pavement, within an unrequired parking spot, distance from driveways and vehicle travelways, existing lighting, distance from pedestrian walkways, etc.)
- Description of proposed new coverage (paving) if applicable
- Description and location (address) of any restaurants within 200 feet of the proposed Mobile Vending Location property lines
- Refuse and Recycling Management Plan
- Circulation Management Plan (Vehicle and Pedestrian)
- Mobile Vending operational plan including customer queuing, on site food consumption areas, nighttime operations, etc.
- Description of restroom access to be provided to mobile vending employees and patrons
- Any additional information to assist in reviewing the application for compliance with City Council Ordinance 2019-1127

I verify that I am submitting all the required materials on this checklist and I acknowledge that failure to comply with these requirements may result in my application not being accepted and/or may extend the length of time needed to review the project.

Applicant's Name (Print): _____

Signature: _____ **Date:** _____