

Checklist for Open Air Vending License – Public Property

The following documents must be submitted to consider the application complete.

PUBLIC OPEN AIR VENDING REQUIREMENTS:

- Completed Application and Fee
- Please call the Planning Department at 254.750.5650 to schedule an appointment with the Zoning Inspector.
- Proof of ownership
- Confirmation property is zoned commercial
- If selling food, (other than prepackaged), Health Dept. Permits
- If within 200' of property line of a residence, public or private school, park, or property owned by governmental entity, applicant shall submit written statement of no objection to the placement of such vendor.
- If within 100' of the property line of a business that provides the same or similar good or service, written consent from proprietor of place of business required.
- Site plan
- Photo of vending facility
- Off-street parking requirements shall be one space for each 800 square feet of gross site area

****** UNLESS APPLYING FOR TEMPORARY LICENSE (3 DAYS), THESE LICENSE'S ARE FOR 1 YEAR AND APPLICATION FOR RENEWAL IS RESPONSIBILITY OF VENDOR.**



CITY OF WACO

PLANNING SERVICES DEPARTMENT
P.O. BOX 2570
WACO, TX 76702-2570

PUBLIC OPEN AIR VENDING

DATE SUBMITTED _____

NEW APPLICATION _____

ADDRESS OF VENDING LOCATION

RENEWAL _____

APPLICANT

NAME (PRINTED) _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE NUMBER _____ FAX# OR EMAIL _____

DESCRIBE BELOW THE TYPE OF PRODUCTS THAT WILL BE SOLD

Note: Food vendors will be regulated by the Waco-McLennan County Public Health District.

IS THE VENDING FACILITY WITHIN 100 FT OF A BUSINESS THAT PROVIDES THE SAME OR SIMILAR GOODS OR SERVICE _____ YES _____ NO

Note: IF YES, PLEASE FILL OUT THE SECTION BELOW.

BUSINESS OWNER – *SIGNATURE REQUIRED (A LETTER MAY BE SUBSTITUTED)*

NAME _____ *SIGNATURE* _____

ADDRESS _____

PHONE NUMBER _____

VENDOR REQUIREMENTS

1. No Public open air vendor shall have a vested right to any location.
2. If there are residences, public or private schools, parks or property owned by a governmental entity within 200 feet of the vending site, then the applicant shall submit a written statement, along with the permit application, from the owner(s) of the residence or other properties listed above, which states that the owner has no objection to the placement of such a vendor.
3. The applicant shall provide detailed site plan of the vending facility (the base unit, canopies, displays) Signs will be restricted to the vending unit only. **All signs are subject to approval by City staff.**
4. **THE VENDOR WILL BE RESPONSIBLE FOR THE PROPER AND LEGAL DISPOSAL OF ALL LIQUID AND SOLID WASTE.**
5. Any structures (canopies, awnings, enclosures, etc...) that are built for any reason around the vending site must first be approved by the Inspection Services Department. Please call (254) 750-5612 for more information. Any changes to the vending unit or vending site, without prior approval from the City of Waco Inspection Services Department will void the open air vending permit.
6. All open air vending permits will expire after 1 year. If the vending operation will last longer than 1 year the vendor must renew with the City of Waco for an open air vending permit. All applicable fees and eligibility requirements will apply each time a permit is applied for.
7. **THE OPEN AIR VENDING PERMIT WILL ONLY BE VALID FOR APPLICANT AND FOR THE ADDRESS LISTED AS THE "VENDING LOCATION" ON THIS APPLICATION. PERMITS ARE NOT TRANSFERABLE**
8. All provision of the open air vending ordinance must be followed. A copy of this ordinance may be found at: www.waco-texas.com

PLEASE READ AND INITIAL ITEMS 1 THRU 8. BY SIGNING THIS APPLICATION YOU ARE AGREEING TO THE ITEMS LISTED ABOVE AND TO FOLLOW ALL PROVISIONS OF THE CITY OF WACO OPEN AIR VENDING ORDINANCE. A COPY OF THIS ORDINANCE WILL BE PROVIDED UPON REQUEST. PLEASE ALLOW 2 BUSINESS DAYS FOR THIS APPLICATION TO BE PROCESSED.

Applicant Signature _____ Date _____

OFFICE USE ONLY

Waco-McLennan County Health District _____

Vending Site Zone _____ Vending Allowed _____

200 Foot Letters Attached _____ Site Plan _____

APPROVED _____

DENIED _____

Inspector _____ Date _____

Comments: _____

Section 13-406 (c)(d) If public or private open air vendor is to locate its vending facility within 200 feet of the property line of a residence, public or private school, park or institution, or property of a governmental body, then the applicant shall submit a written statement or signature along with application with approval stating that the entities have no objection of the placement of such vendor.

DATE _____

My name is _____ and this letter is asking for permission to open an open air vending facility at _____.

Your permission is required as your place of residence is within 200 feet of this site. Thank you for your help.

Location

Signature

Date

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____
- 9) _____