

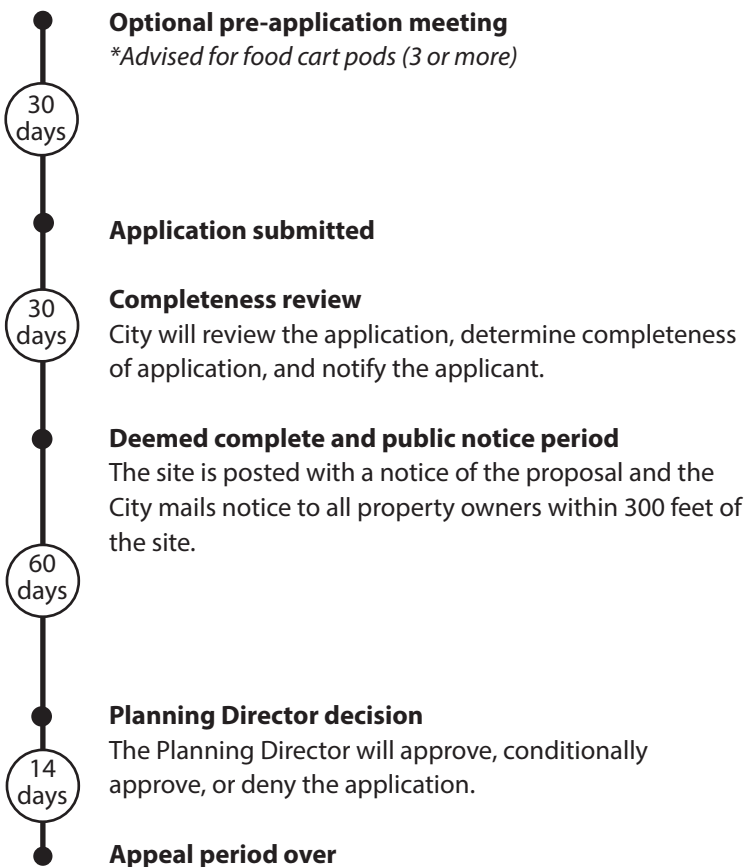
General information

Food & beverage carts involve the sale of goods from a location outside of a building in a mobile unit where at least 50% of the sales is a combination of food and beverages. The cart is a non-motorized vehicle no bigger than 26 feet in length. These carts are on site for 4 hours or longer.

Code

Standards for Food & Beverage Carts are found in **Section 10.1600** of the Gresham Community Development Code (GCDC).

Timeline (3-4 months)



Application materials

- Non-refundable fee of **\$1,110**.
- A completed development permit **application**.
- Ten copies of the **narrative statement form**.
- Ten copies of a **site plan** (11x17) showing location and dimensions of existing and proposed:
 - Food cart location
 - Structures
 - Property lines
 - Parking spaces
 - Water & sewer lines
 - Signs
 - Trees (if they will stay or be removed)
 - Location of restroom
- **Specifications** for food cart.
- **Specifications** for any covers or canopies.
- **Fire safety** documentation.
- **Deed or title report** for the property.
- Notarized **signature** of the property owner.
- Copy of **waste management plan**.

Other required permits

- Multnomah County Health Department license*
- City of Gresham business license**
- City of Gresham Fire Prevention permit**

**This license will be obtained at the same time as the City Food & Beverage Cart permit.*

***These documents will be obtained after receiving a City Food & Beverage Cart permit.*

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SITE INFORMATION		Office use only:	
Site street address/location		Project #	Work order #
		Procedure <input type="checkbox"/> Type I <input type="checkbox"/> Type II <input type="checkbox"/> Type III <input type="checkbox"/> Type IV	
City, state, ZIP	Assessor's R# (9 digits)	Pre-app #	
		Land use designation	Special Purpose Overlay districts
APPLICANT INFORMATION			
Name of applicant	Name of representative	Previous land use actions	
Name of firm	Name of firm		
Mailing address	Mailing address		
City, state, ZIP	City, state, ZIP		
Phone	Phone		
Email	Email		
ATTACHMENTS		NON-EPLAN SUBMITTALS MUST BE IN COLLATED, FOLDED PACKETS. Rolled plans will NOT be accepted. For number of copies, see handout, submittal checklist, or check with the Planner on Duty. Planner will advise applicant on the number of additional plans and/or narratives needed for further processing.	
<input type="checkbox"/> Submittal checklist* <input type="checkbox"/> Narrative description <input type="checkbox"/> Fee	<input type="checkbox"/> Plans, maps, special reports (see checklist) <input type="checkbox"/> Proof of ownership (deed to all properties) <input type="checkbox"/> Proof of neighborhood meeting*		
YOUR APPLICATION MAY NOT BE ACCEPTED IF ALL ABOVE ATTACHMENTS ARE NOT INCLUDED.			
<input type="checkbox"/> Notarized Letter of Authorization (if there is no owner signature below)			
NOTARIZED SIGNATURES			
By signing, I/we authorize the City of Gresham employees, Hearings Officer, Planning Commissioners, Design Commissioners and all other City of Gresham officers, agents, authorized representatives and/or independent contractors to enter the site described above for inspection of site in conjunction with this land use application.		Notary stamp	
State of Oregon } County of Multnomah } SS			
Signed and sworn to (or affirmed) before me on _____, 20__ by _____ as _____ of _____.			
X _____ Applicant signature	X _____ Representative signature (if signing on behalf of owner)		
		Notary signature:	
		My commission expires:	
APPLICATION FEES			
Submitted to	Date paid	Total non-refundable fee	

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Cart features

Y. What are the external dimensions of the proposed cart / vehicle?

Length: _____ feet Height: _____ feet Width: _____ feet

X. Will there be floor space in the cart / vehicle available to customers?

Yes No

I. Will your food cart trailer have an attached awning to protect the service window or customers from weather?

Yes No

If yes, will your awning have a minimum of 7-foot clearance between the ground and the awning to allow access for pedestrians under the awning? Yes No

If yes, the awning has a(n) _____ foot clearance.

Z. Are you providing a tent or canopy to protect customers from weather? Yes No If yes...

What is the size of the proposed tent or canopy? _____ square feet

Where will it be located on site? _____

Every night, the tent or canopy will: Stay up Come down

What material is the proposed tent or canopy made of? _____

What is the manufacturer and product number of your proposed tent or canopy?

Product ID: _____

I have attached materials showing the specific tent or canopy to be used. *Will need a fire permit.*

Include information on any other changes/additions you are making to the site here (even if you are planning to add a tent, canopy, or shed to the site in the future). Include attachments if needed.

Is your cart or vehicle motorized?

Yes No I have attached materials showing the specific cart to be used.

Is a Type I Kitchen Hood Fire Suppression System installed? Yes No If yes...

Model: _____ Company who did installation: _____

I am attaching permitting and installation documentation.

What type of fire extinguisher will you be using?

Type	Quantity
<input type="checkbox"/> 3A40BC	_____
<input type="checkbox"/> Type K	_____
<input type="checkbox"/> Other	_____

Do you have a propane tank or other fuel tank for the food cart? Yes No

If yes, how far is your tank located from the property line? _____ feet

Cart features cont'd

P. Will you have any of the following accessory items? Check all that apply.

<input type="checkbox"/> Fuel or other type of tank	<input type="checkbox"/> Recycling bin	<input type="checkbox"/> Screening/decorative fence
<input type="checkbox"/> Barrel	<input type="checkbox"/> Trash bin	<input type="checkbox"/> Outdoor heater or A/C vent
<input type="checkbox"/> Flower pots/vases or other vegetation	<input type="checkbox"/> Cooler	<input type="checkbox"/> Storage shed under 80 square feet
<input type="checkbox"/> Tables and chairs	<input type="checkbox"/> Raised deck	<i>It will be _____ square feet.</i>

P. Where will accessory items like tables, chairs, trash bins, coolers, and umbrellas be stored when not in use?

Facilities

<p>R2. Where will employees go for a restroom with handwashing facilities?</p> <p><input type="checkbox"/> Onsite location <input type="checkbox"/> Portable restroom</p> <p><input type="checkbox"/> Offsite location</p> <p>Name of business: _____</p> <p>Address of business: _____</p> <p>Distance to business: _____ feet</p> <p><input type="checkbox"/> I am attaching a signed contract/agreement.</p>	<p>R2. Where will clients go for restroom with handwashing facilities?</p> <p><i>Not applicable for drive-through only carts.</i></p> <p><input type="checkbox"/> Same facility as employees</p> <p>Name of business: _____</p> <p>Address of business: _____</p> <p>Distance to business: _____ feet</p> <p><input type="checkbox"/> I am attaching a signed contract/agreement.</p>
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Site features

Was there a food cart on this site before? Yes No If yes, what time period was the previous cart at the site?

Start date: _____ End date: _____

S. How many food carts will there be at this location in total? _____

Do at least 1/3 of the carts within 25 feet of the right-of-way face the street? Yes No

If yes: Quantity facing street _____ Quantity facing other _____

List **all** business that exist on the proposed site.

Name of business	Type of business	Square footage

I am attaching an additional list of businesses.

Site features cont'd		
<p><i>N.</i> Specify the distance between the food cart and...</p> <p>The nearest building: _____ feet The nearest driveway: _____ feet</p> <p><i>N3.</i> Back of the sidewalk/right-of-way line: _____ feet <i>N5.</i> Other food carts on the site (if applicable): _____ feet</p>		
<p><i>N1.</i> How far is your cart located from the following property lines:</p> <p>Front: _____ feet Side: _____ feet</p> <p>Rear: _____ feet Side: _____ feet</p>		
<p>Are there residences next to the site where you plan to open? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Are you located at least 20 feet away from the property line next to the residences?</p> <p>I am _____ feet from the property line with the residences.</p>		
<p><i>N2.</i> Is your cart located within 40 feet of a driveway entrance, curb cut, or street intersection? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>F.</i> Is your cart located inside the restricted clear vision area (GCDC 9.0200)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p><i>C.</i> Will your food cart or any related activities be placed on a pedestrian walkway (<i>i.e. trail, sidewalk, etc.</i>)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>C.</i> Will your food cart or any related activities be placed on a landscaped area (<i>i.e. lawn, flower bed, etc.</i>)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p><i>B.</i> On what type of approved surface will your food cart be placed on?</p> <p><input type="checkbox"/> Asphalt <input type="checkbox"/> Cement</p> <p><input type="checkbox"/> Pavers</p>	<p><i>B.</i> Will you be pouring new cement or asphalt?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><i>B.</i> Will you be increasing the size of an existing parking lot in order to accommodate the food cart?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, by how much? _____</p>
<p><i>U.</i> What source of light will you provide for your customers during dark hours?</p>		
<p><i>U.</i> Identify all light sources within 20 feet of the proposed cart.</p> <p><input type="checkbox"/> Parking light post <input type="checkbox"/> Building wall flood light / security light</p> <p><input type="checkbox"/> Other pole-mounted light <input type="checkbox"/> Other:</p>		
<p>Describe any disturbances (noise, light glare, etc.) you anticipate neighbors having about the operation of your cart at this location?</p>		
<p><i>H.</i> Will you be using any of the following? Check all that apply.</p> <p><input type="checkbox"/> N/A <input type="checkbox"/> Heavy duty extension cords</p> <p><input type="checkbox"/> Pipes <input type="checkbox"/> Cables</p> <p><input type="checkbox"/> Rope <input type="checkbox"/> Hoses</p> <p>If yes, what model of commercial-grade trip guard will you be using to prevent tripping hazards?</p>		

Utilities																
<p><i>R1.</i> Are you proposing a temporary water connection? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, describe.</p> <p><input type="checkbox"/> If no, waste management plan is attached.</p>	<p><i>R1.</i> Are you proposing a temporary sewer connection? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, describe.</p> <p><input type="checkbox"/> If no, waste management plan is attached.</p>															
<p>Will you wash dishes on site? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Do you have a fryer on site? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>																
Signs																
<p><i>J.</i> List all the signs you will have for your business:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 25%;">Type</th> <th style="text-align: left; width: 45%;">Materials</th> <th style="text-align: left; width: 30%;">Size (width x height)</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Wall sign (on cart)</td> <td>_____</td> <td>_____ square feet</td> </tr> <tr> <td><input type="checkbox"/> Wall sign (on building)</td> <td>_____</td> <td>_____ square feet</td> </tr> <tr> <td><input type="checkbox"/> A-frame</td> <td>_____</td> <td>_____ square feet</td> </tr> <tr> <td><input type="checkbox"/> Banner</td> <td>_____</td> <td>_____ square feet</td> </tr> </tbody> </table>		Type	Materials	Size (width x height)	<input type="checkbox"/> Wall sign (on cart)	_____	_____ square feet	<input type="checkbox"/> Wall sign (on building)	_____	_____ square feet	<input type="checkbox"/> A-frame	_____	_____ square feet	<input type="checkbox"/> Banner	_____	_____ square feet
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<input type="checkbox"/> Banner	_____	_____ square feet														
Circulation																
<p>Will a pedestrian pathway be installed, or is one available for walk-up customers to use? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>																
<p><i>Q.</i> Are you proposing a drive-through window? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>Q1.</i> If yes, are you proposing a minimum of 85 feet queuing distance? The proposed queue is _____ feet.</p> <p><i>Q1.</i> If yes, is the queuing lane located between the street and the proposed beverage cart? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>																
<p><i>N4.</i> Is the cart occupying a drive aisle? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>																
<p><i>N4.</i> Are you placing any items related to your business in the middle of a drive aisle or other space designated for car traffic? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, explain.</p> 																
<p>Will cars, bicycles, or other delivery vehicles have to drive around your cart to get where they are going? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>																
<p><i>Q.</i> Is the cart being parked next to a red curb or within 10 feet of a fire hydrant? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>																

Parking	
D. How many marked/painted parking spots exist on the site?	D. How many unmarked parking spots exist on the site?
D. How many spots will be occupied for activities related to the food cart?	D. How many parking spots will remain unoccupied?
<p>T. How would you describe the typical use of the parking lot?</p> <p>During the day: <input type="checkbox"/> Very empty <input type="checkbox"/> Half full <input type="checkbox"/> Only a few spots available <input type="checkbox"/> No spots available</p> <p>At night: <input type="checkbox"/> Very empty <input type="checkbox"/> Half full <input type="checkbox"/> Only a few spots available <input type="checkbox"/> No spots available</p> <p>I am attaching (choose one): <input type="checkbox"/> Parking count survey <input type="checkbox"/> Minimum parking requirement worksheet</p>	
Agreements	
<p><input type="checkbox"/> I will submit a Gresham Fire Department permit and have the food cart inspected prior to opening for business.</p> <p><input type="checkbox"/> I will maintain the food cart and associated items in a state of good repair and in safe and clean condition.</p> <p><input type="checkbox"/> I will have a printed copy of the food cart sign rules to keep at the food cart location.</p> <p><input type="checkbox"/> I will display the food cart permit and business license in a place visible to all customers.</p>	

Wastewater and Greywater

Dishwashing water may not be poured into storm drains, on the ground, or into indoor drains that are not equipped with a grease interceptor. Select one of the options below.

- Dishes will be washed at a licensed commissary equipped with a grease interceptor.
- Dishes will be washed onsite. I will dispose of wastewater by:
 - Draining it to a sanitary sewer connection equipped with a grease interceptor (such as a connection at an approved food cart pod).
 - Having it collected by a licensed sewage hauler*. *Attach a copy of your contract with the hauler.*
 - Taking it to a licensed commissary or other business equipped with a grease interceptor. *Attach a copy of your agreement with the business where you will dispose of wastewater.*

Waste Oil and Grease

Grease or oil from commercial kitchens may not be disposed of in the trash, poured into indoor or outdoor drains, or dumped in any outdoor location. Oil collection containers must be kept securely closed. Select one of the options below.

- My business site is in an approved food cart pod that provides waste grease disposal service.
- Waste oil will be collected from my site by a grease disposal service**. *Attach a copy of your agreement with the service provider.*
- I will collect waste grease in closed containers and take it to: _____
- My business does not have a fryer and will not produce waste grease.

Garbage and Recycling

Gresham City Code requires businesses to provide recycling containers and post signs identifying recyclable materials in their work areas. Select all that apply.

- I have recycling containers and signs that meet regulatory requirements.
- I need containers and signs.
- I would like to request assistance from City of Gresham staff.

Businesses must manage the garbage they generate. Answer the questions below.

Do you have an account with the garbage hauler contracted for your area? Yes No

If no, explain your plan to remove garbage and recycling from the site: _____

Will you provide garbage containers for customers? Yes No

If no, explain your plan to manage customers' garbage (i.e. my business is in a pod that provides garbage containers): _____

*Find a licensed hauler at deq.state.or.us/wq/onsite/sdssearch.asp

**Find a partial list of grease haulers at preferredpumper.org