<u>Mobile – Outdoor Vendor Checklist:</u>

STEP 1: Apply Online through the Citizen Self Service (CSS) Portal.

☐   Utilize the URL below to set up an account then apply for the Mobile – Outdoor Vendor permit:
www.fayetteville-ar.gov/mycitybusiness

STEP 2: Upload the following attachments to your online application:

☐   Photo of Mobile Vending Device.

☐   Consent of Owner Form. *(See attached form below)*
▪ Written authorization, signed by the property owner or legal representative of record, stating that the mobile vendor is permitted to operate on the subject property for a specified period of time.

☐   Site Plan. *(Not required if locating on properties for 12 hours or less)*
▪ A detailed site plan roughly drawn to scale showing the location of the property lines, each mobile vendor location, building setback lines, vehicles parking spaces, the sidewalk location and any proposed dining or sitting areas.

☐   Sign Permit. *(Not required if sign is on the wall of vending device and follows UDC §174.12)*
▪ Verification of an issued sign permit by the City of Fayetteville Planning Division.

If vending food/beverage the following must also accompany the online application:

☐   Arkansas Department of Health Permit.
▪ A valid copy of all necessary permits required by state and county health authorities which shall be conspicuously displayed at all times during the operation of the business.
▪ Contact Number: Washington County Health Department – 479-521-8181

STEP 3: Once the online application has been marked as received and verified by City Staff:

☐   Payment in full of applicable fees for processing the application. *($100.00)*
▪ Once verified, the $100 application fee will then be invoiced for payment online or via check.

☐   Senior Planner Review.
▪ The City of Fayetteville Senior Planner will be notified that their review is needed.
(Please be ready to respond to any communication by the Planning Division.)

☐   Fire Marshal's Office Review.
▪ The City of Fayetteville Fire Marshal's Office will be notified that their review is needed.
(Please be ready to respond to any communication by the Fire Marshal's Office.)

If vending food/beverage the following review will be added for the Accounting Division:

☐   Accounting Division Review.
▪ The City of Fayetteville Accounting Division will be notified that their review is needed.
(Please be ready to respond to any communication by the Accounting Division.)

STEP 4: Final Review/Approval - Once all reviews above are complete:

☐   Development Review Manager Final Review and Approval.
▪ Once all reviews above are complete the Development Review Manager will be notified that their final review and signature is needed.
(Please be ready to respond to any communication by the Planning Division.)

Consent of Owner Form

PROPERTY OWNER(S) / AUTHORIZED AGENT: By signing below, I/we certify under penalty of perjury that I am/we are the owner(s) of the property that is the subject of this application and that I/we have authorized this application and consent to its filing.

PLEASE NOTE:
- Property Owners: Attach additional info/documentation if necessary.
- Authorized Agents: If signing on behalf of a Property Owner, a letter from each Property Owner must be provided indicating that the agent is authorized to act on their behalf.

Associated Project *(required field):*

_____
Name or description of proposal

Property Owner 1:

x_____   _____
Name of person signing [printed]   Entity/Company signator legally owns or represents

_____   _____
Contact Email   Contact Phone

_____
Mailing Address

_____   _____
Property Owner Signature   Date

Property Owner 2: *(if needed)*

x_____   _____
Name of person signing [printed]   Entity/Company signator legally owns or represents

_____   _____
Contact Email   Contact Phone

_____
Mailing Address

_____   _____
Property Owner Signature   Date

Property Owner 3: *(if needed)*

x_____   _____
Name of person signing [printed]   Entity/Company signator legally owns or represents

_____   _____
Contact Email   Contact Phone

_____
Mailing Address

_____   _____
Property Owner Signature   Date

Property Owner 4: *(if needed)*

x_____   _____
Name of person signing [printed]   Entity/Company signator legally owns or represents

_____   _____
Contact Email   Contact Phone

_____
Mailing Address

_____   _____
Property Owner Signature   Date