

For Office Use

Pre-Submittal Meeting Date _____

Planner Initials _____

Applicant _____

Pre-Submittal Code _____

Submittal Requirements: Limited Use Permit | Mobile Food Unit Use with Criteria

To be considered complete, this checklist must accompany a completed application form and include all of the materials listed below. **A pre-submittal meeting is also required** and may be completed in person, over the phone or via email depending on project complexity. Failure to provide required materials will result in a returned application at which point processing will be delayed. Additional materials may be required.

Applicant Instructions:

1. Have a pre-submittal meeting with the Planning Department.
2. Assemble all materials (hardcopy and digital) marked as required in the table below .
3. Sign the bottom of page 1.
4. Initial each item on page 2 to acknowledge compliance and understanding of standards.
5. Submit to the Planning Department.

| To Be Provided By Applicant | | | | | | |
|--|------------|-------|-------|-----|---|-----------------------------|
| Submittal Requirements | Paper Size | | | PDF | Notes | Submitted by Applicant? (✓) |
| | 8.5x11 | 11x17 | 24x36 | | | |
| 1 Application —signed by applicant and all property owners | ✓ | | | ✓ | | |
| 2 Fee —See fee schedule | \$ _____ | | | | Cash, check or credit card. Payable to City of Steamboat Springs. | |
| 3 Proof of Ownership —Routt County Assessor printout or other documentation | ✓ | | | ✓ | | |
| 4 Complete Plan Set Including: | 1 | 1 | 0 | ✓ | Collated and folded | |
| Site Plan | | | | | | |
| Picture or Drawing of Mobile Food Unit | | | | | | |

Applicant Signature Required

I, the applicant, affirm that this proposal complies with all CDC regulations and standards and that this application includes all the required materials. I understand that if this application or any of the submittal requirements are incomplete or found to be insufficient, this application will be returned and not processed any further.

Signature _____

Date _____

See Reverse

Applicant to initial each criterion in order to indicate compliance

- A mobile food unit permit is valid for the calendar year in which it is issued (January 1 to December 31), with the exception that permits issued on or after November 1 shall be valid through the following calendar year.
- A maximum of one mobile food unit may operate on a lot at any one time. Additional mobile food units may be permitted as Conditional Uses.
- Mobile food units shall:
 - Not be located within a public right-of-way or in sensitive environmental areas such as wetlands or floodways.
 - Not displace required parking spaces for uses on the property.
 - Serve walk-up customers only.
 - Be located on a paved or all-weather surface.
 - Be situated in a manner that minimizes adverse impacts to adjacent properties.
 - Be designed and built meeting normal industry standards and maintained in good order.
- In the CO zone district, mobile food units shall be open air push carts or unenclosed trailers of less than nine feet long by five feet wide by seven feet tall.
- Operation of a mobile food unit shall not obstruct the visibility of motorists, parking lot circulation, emergency access, access to or along a public street, alley, sidewalk, or trail. Customer queuing may be allowed on a public sidewalk provided a minimum of six feet of unobstructed clearance is maintained. Queuing on public trails is prohibited.
- All activity and equipment related to the mobile food unit shall occur within the area specifically approved for the mobile food unit as depicted in the permit.
- In the CO zone district, all accessory items detached from the mobile food unit shall be placed directly behind the unit and shall not be readily visible from a public right-of-way or public trail or sidewalk.
- Both trash and recycling receptacles shall be provided, and the operators shall be responsible for their storage and daily disposal. There shall be no loose debris, materials, or other nuisance impacts.
- Availability of parking shall be demonstrated in the immediate vicinity. In G-2, CO, CY, or CK-2 zone districts, it shall be assumed that adequate parking is available.
- Signage shall not project from the mobile food unit and shall be permanently affixed to or painted on the unit; such signs are exempt from the sign permit process. Portable signs may be permitted in accordance with Article 5 and Article 7.
- Exterior lighting shall comply with applicable lighting standards in Section 405.