

City of De Queen

Mobile Vendor Application

Mobile Vendor-Event Permit

Mobile Vendor-Bi-Annual Permit

Please fill out this form completely, supplying all necessary information and documentation to support your request. Your application will not be considered complete or processed for review until all necessary information is furnished. An application fee of \$50.00 for an Event Permit (3 Days) or \$100.00 for Bi-annual Permit (6 months) is required at the time of submission. There is a \$25.00 waste water disposal fee at the Waste Water Plant. Must bring mobile trailer/truck to the fire station for final inspection.

The City of De Queen will allow fifteen (15) permits.

Application: Proof of identity and a full-face photograph (at least 2 in., not more than 3 in.) of the applicant is required.

Applicants Full Name:

Address:

E-mail:

Phone:

If the applicant is employed by another: Business/Vendor Name:

Address:

E-mail:

Phone: _____

Vending Location/Address:

If the outdoor vendor location is adjacent to a residential district, proof of notification of adjacent property owner (i.e. certified mail receipt or letter from the owner) is required.

Product for Sale or Service Offered (Describe):

1. Food/Beverage: (attach a menu if available)

2. Product:

3. Service:

Description of Mobile Device or additional structures non-permanent to be utilized for conducting the business, including but not limited to stairs, decks, tents, or enclosures: (food truck, trailer, tables, tent, etc.)

If a motor vehicle is being used provide the following: *Proof of current driver's license for all drivers *Proof of current insurance for the vehicle

Make _____ Year _____ Model _____

License No.

Square Feet of Mobile Device or Non-Permanent Structure

Number of parking spaces on the property:

Describe parking on the property (i.e., shared parking lot, vacant parcel, etc.)

Arkansas Sales and Use Tax ID Number:

Date of inspection by the Arkansas Department of Health (attach a copy of the Certificate):

APPLICANT/VENDOR: I certify under penalty of perjury that the foregoing statements and answers herein made, all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of application completeness, determination, or approval. I understand that the City of De Queen might not approve what I am applying for, or might set conditions of approval.

NAME (PRINTED): _____

Date: _____

Signature: _____

PROPERTY OWNER(S): 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 read this application and consent to its filing. Further, I/we certify that permission is hereby given to the applicant/vendor listed above for the operation of an Outdoor Mobile Vendor business on the subject property, as described herein. NAME (PRINTED): _____

Date: _____

Signature: _____

Staff Use Only

Number of Parking Spaces required for the mobile vendor _____

Is adequate parking provided? (explain if needed):

Zoning District: _____

Administrative Approval

It shall be unlawful to open for business until a permit has been issued by the City Planning Department or City of De Queen Code Enforcement. Approval of this application shall confirm that the proposed use conforms to the requirements of the City's zoning code. The permit for outdoor vending on private property is hereby approved, and is valid for the time period noted below.

Start Date: _____

End Date: _____

Zoning & Development Administrator Date: _____