



Mobile Vending Permit Requirements

Fruit & Vegetable Vendors

- Temporary CUP application
- \$5 filing fee
- Property owner permission (page 2 of the Temporary CUP application)

Fixed Site Vendors (C-2, C-4, I-1, COR, COM, IA zoning districts ONLY)

- Mobile Vending application
- RWU Wastewater Disposal Verification & Approval Form
- Filing Fee - \$100 for 1 year (expires Dec. 31st) or \$50 for 6 months
- Picture of Applicant – 2-3 inches
- Picture of Conveyance
- Driver's License
- Proof of Insurance
- Site plan – showing location of conveyance and any additional items such as tables, chairs umbrellas.
- Property owner approval (page 3 of Mobile Vending Application or copy of lease agreement)
- Benton County Health Inspection – NOT required for pre-packaged items like ice-cream.

“Mobile” Vendors – Per Section 38, mobile vendors are limited to 30 minutes per stop and must obey other location restrictions outlined in Section 38.

- Mobile Vending application
- Filing Fee - \$100 for 1 year (expires Dec. 31st) or \$50 for 6 months
- Picture of Applicant – 2-3 inches
- Picture of Conveyance
- Driver's License
- Proof of Insurance
- Benton County Health Inspection – NOT required for pre-packaged items like ice-cream.



MOBILE VENDOR APPLICATION

PLEASE CHECK THE APPLICABLE PERMIT TYPE BELOW

☐ MOBILE VENDOR -TEMPORARY PERMIT

☐ MOBILE VENDOR -FIXED 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 a Temporary Permit or \$100.00 for a Fixed Permit is required at the time of submission.*

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: _____

A detailed site plan showing proposed location and distances in compliance with Section 38-61(d)(3) of the City of Rogers Code of Ordinances is required.

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: _____

Products for sale by permanent businesses located immediately adjacent to and on the same side of the street:

Permanent Business Name	Address	Products for Sale (attach a menu if available)
_____	_____	_____
_____	_____	_____
_____	_____	_____

Description of Mobile Device or other structure to be utilized for conducting the business: _____

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 Structure: _____

Description of any additional structures to be used in conducting the business, including but not limited to stairs, decks, tents, or enclosures: (food truck, trailer, table, tent, etc.) _____

A detailed scaled drawing or photo of the conveyance showing dimensions and location of any proposed signs is required. All signage must be in compliance with Section 44-9 of the City of Rogers Code of Ordinance.

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 Benton County Health Department (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 Rogers 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

For the purposes of Sec. 38-61 of the City of Rogers Code of Ordinances, it shall be unlawful to open for business until a permit has been issued by the City Planning Department. 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



Mobile Vendor / Food Truck

Wastewater Disposal Verification and Approval Form

Proper Disposal of your grease laden wastewater helps keep sewer lines from clogging and your customers, the community and the environment healthy and safe

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 and required signatures are furnished.

Section 1: General Information

Applicants Full Name: _____

Business Name: _____

Mailing Address (street/city/state/zip): _____

E-mail: _____ Phone: _____

Does your Food Truck have a grease interceptor (GI) installed?: _____

If yes, what is the make, model, and size of the GI: _____

Or do you discharge/pump into another holding tank? _____ If yes, what is its capacity _____

Location of Proposed Wastewater Disposal Site (If applicable)

Owner of disposal site: _____

Business Name: _____

Business Address: _____

E-mail: _____

Phone: _____ Size of GI on site: _____

Or FOG Hauling Company (if applicable)

Name of Company: _____

Phone: _____ Name of Authorized Rep/Title: _____

Signature of Authorized Rep/Date: _____

Section 2: Contact Rogers Water Utilities, FOG Inspector at (479) 273-7378 to discuss whether or not the location for grease laden wastewater disposal is approved or not. If it is approved and within the City's Publicly Owned Treatment Works (POTW), then a date and time shall be decided upon to meet at the proposed disposal location. The mobile vendor and the owner that is allowing you to dispose of the wastewater must be present during this verification/approval process. A meeting will also occur between the mobile food vendor and the

RWU inspector if: you have a separate holding tank and a grease waste hauler is servicing your grease laden wastewater or you have an agreement with a business outside of the City's POTW service area.

For RWU FOG Inspector only:
Is Disposal Site (Circle one): Approved or Denied
Comments:

If approved then all parties involved by their signatures below, acknowledge having read this verification/agreement and the terms and conditions (separate handout), understand them, and agree to be bound by their terms and conditions for the length of the issued permit.

APPLICANT / VENDOR: I certify statements, information and answers submitted, to the best of my knowledge and belief, are true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of application approval. I understand that the City might not approve what I am applying for, or might set conditions of approval.

Name (PRINTED): _____ Date: _____

Signature: _____

DISPOSAL SITE OWNER(S) (if applicable): I/we certify 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 to properly dispose of their food truck wastewater into my establishment's grease interceptor.

Name (PRINTED): _____ Date: _____

Signature: _____

RWU FOG Inspector: I certify I have reviewed the application submitted and have verified and approved the disposal location and methods listed.

Name (PRINTED): _____ Date: _____

Signature: _____