



## FOOD CART POD PERMIT APPLICATION

**NOTICE TO APPLICANT:** On original application form, please print legibly using black/dark blue ink or type. Applicants are advised to review the list of submittal requirements and recommendations indicated on each form and in the applicable code section prior to submitting an application. **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED UNTIL THE CITY RECEIVES ALL REQUIRED SUBMITTAL MATERIALS.**

### SITE LOCATION & DESCRIPTION

Tax Map #(s) \_\_\_\_\_

Tax Lot #(s) \_\_\_\_\_

Frontage Street or Address  
\_\_\_\_\_

Nearest Cross

Street \_\_\_\_\_

Plan Designation \_\_\_\_\_ Zoning \_\_\_\_\_ Site Size \_\_\_\_\_ (acres or sq. ft.) Dimensions \_\_\_\_\_

### SUMMARY OF REQUEST

Project Type/Narrative Summary: *(Provide a brief summary, including number of food carts, hours of operation, proposed accessory structures and amenities)*

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**NOTE:** *The summary provided above must be part of a more extensive written narrative that describes the project and justifies the requested permit based on the approval criteria. For more information read Approval Criteria and Submittal Requirements attached.*

**OWNERSHIP AND APPLICANT INFORMATION** (Property owner signature must be a wet-ink signature. If the property is under-going a change of ownership, proof of purchase or purchase contract must be provided if property owner of record is not the signing party.)

**Property Owner(s):** Name(s)

\_\_\_\_\_

BusinessName\_\_\_\_\_

Mailing  
Address\_\_\_\_\_ City\_\_\_\_\_ State\_\_\_\_\_ Zip\_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email Address \_\_\_\_\_

Does the owner of this site also own any adjacent property?  Yes  No *(If Yes, please list tax map and tax lots)*

\_\_\_\_\_

Property Owner(s) Signature(s)\_\_\_\_\_ Date:\_\_\_\_\_

*(If more than one property owner, please attach additional sheet with names and signatures.)*

**Applicant:**

Name\_\_\_\_\_

Business  
Name\_\_\_\_\_

Mailing  
Address\_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email Address \_\_\_\_\_

Applicant's Signature\_\_\_\_\_ Date:\_\_\_\_\_

Applicant's interest in  
property\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

## **SUBMITTAL REQUIREMENTS CHECK LIST (FOOD CART POD PERMIT)**

### **Application Submittal Requirements:**

The following is a summary of the application submittal requirements that must be received by the City. File order and details of each submittal item are shown on the following pages. Application materials must follow the specified order and the appropriate electronic file naming standards shown on the following pages to ensure a complete application. Incomplete applications will not be accepted.

- Application Form, (Completed, and Signed): the original completed, signed application which must include a “wet ink” signature from the property owner or owner’s authorized agent.
- Application fees: the appropriate application fee PAYABLE TO CITY OF RAINIER. Please consult the fee schedule for current fees.
- Narrative and Response to Approval Criteria: A written narrative describing the project and addressing compliance with all approval criteria and applicable standards from the Rainier Development Code. The narrative shall also address how all conditions placed on any associated land-use approvals are met (if applicable), and reference any necessary approvals from other agencies: Columbia County, DSL, ODOT, DEQ, etc.
- Site development plans drawn to a standard engineering scale.
- Transportation Impact Analysis/Letter, as applicable
  
- Proof of the availability of restroom facilities for employees and customers that meet the requirements of OAR Chapter 333-150-0000.
- The method for disposing of wastewater and gray water.
- Written verification of food cart approval by Columbia County Health Department.
- Written verification of food cart approval by Columbia River Fire and Rescue.
- A statement indicating any source of noise to be generated on the property and the method of mitigating the noise.
  
- Will serve letter from Postmaster, Waste Management, CRPUD, NW Natural, and Comcast (as applicable).
- Complete Electronic Set of all application materials: a full electronic version of all application materials, including all applicable items listed on the following page, provided on CD, DVD, or thumb-drive (storage device will not be returned to the applicant). The electronic files must include a complete application packet in the order specified on the following pages and with correct file naming standards.

## **Site Development Plans.**

Site development plans shall include the following information:

- A vicinity map showing the proposed site and surrounding properties.
- The site size and its dimensions.
- The location, dimensions, and names of all; existing and platted streets and other public ways and easements on the site and on the adjoining properties, and proposed streets and other public ways and easements on the site.
- The location and dimensions of existing and proposed; entrances and exits on the site, parking and traffic circulation areas, loading and service areas (where applicable), standard, compact, and ADA parking stalls, lighting on site, and pedestrian and bicycle facilities.
- The location, dimensions, and setback distances of all:
  - Existing structures, improvements and utilities which are located on adjacent property within twenty-five feet of the site and are permanent in nature, and
  - Proposed boundaries of the food cart pod
  - Within the boundaries of the food cart pod, the proposed location of all food carts, seating areas, and any accessory items or structures,
  - The proposed distance between the food cart pod and adjacent lot lines, as well as the proposed separation distance between individual carts and between carts and other on-site structures
  - The type and location of existing utilities and any proposed on-site utility connections for food carts or accessory buildings
  - Number and location of food carts on-site and individual square footage and length of each cart
  - The orientation of service windows and doors on the food carts and location of customer queuing areas
  - The location of existing and proposed landscaping
  - The dimension, height and location of proposed signs (any additional signs on site may require a Sign Permit)