

# FOOD CART LICENSE APPLICATION

|  |  |  |   |
|--|--|--|---|
| <b>Applicant Information</b>                         |  | <input type="checkbox"/> <b>New Cart</b> | <input type="checkbox"/> <b>Renewal</b> |
| Food Cart Owner Name:                                |  | Phone:                                   |   |
| Mailing Address:                                     |  |  |   |
| Email Address:                                       |  |  |   |
| Business Name:                                       |  | Phone:                                   |   |
| Location of Food Cart (address):                     |  |  |   |
| Tax Lot No(s):                                       |  |  |   |
| Lot Size:                      sq. ft.               |  | Zoning:                                  |   |
| Describe location of food unit on site:              |  |  |   |
| Oregon Health Authority Food Service License Number: |  |  |   |
| Food Cart Dimensions:                                |  |  |   |

## Application Requirement Checklist:

- ☐ City of Estacada Business License Application
- ☐ Review [EMC 16.66](#).
- ☐ **Initial:** \_\_\_\_\_ I confirm that this food cart will not provide drive-thru service and will not allow customers inside the cart.
- ☐ Property owner consent letter with signatures of all property owners
- ☐ Application fee (see current [fee schedule](#)) – you can pay online, over the phone, or make checks payable to City of Estacada.
- ☐ A site plan or aerial map, drawn to scale, of the entire property showing:
  - ☐ Food cart location (must be on a paved surface).
  - ☐ Measurements from cart to property lines, structures, and other food carts.
  - ☐ All accessory items (tables, chairs, etc.), storage areas, and vehicle parking spaces.
  - ☐ Notes on how the food cart will be supplied with water, electricity, and wastewater services.
  - ☐ Trash receptacle location(s) (at least one receptacle for customer use is required)
  - ☐ Designated off-street parking space(s) as required for each food cart.
  - ☐ Nearby pedestrian pathways, driveways, parking spaces, and property lines.
  - ☐ Restroom available to employees and, if applicable, customers (see [16.66.110](#) for requirements).
- ☐ Proof of Clackamas County Health license.
- ☐ Pictures of food cart interior and exterior.

THIS LICENSE SHALL TERMINATE AND BE RENEWABLE ON DECEMBER 31, OF EVERY SECOND YEAR. IT IS AGREED THAT I WILL COMPLY WITH THE PROVISIONS OF SECTION 16.66 OF THE ESTACADA MUNICIPAL CODE, CHAPTER 624 OREGON REVISED STATUTES, AND ADMINISTRATIVE RULES OF THE OREGON HEALTH DIVISION PERTAINING THERETO.

Signature of Cart Owner/Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

| Property Owner Information |        |
|----------------------------|--------|
| Property Owner Name:       | Phone: |
| Mailing Address:           |        |
| Email:                     |        |

I (we), \_\_\_\_\_, am the legal owner(s) of the property located at,  
Property Owner's Name(s)  
\_\_\_\_\_, and hereby grant permission to \_\_\_\_\_, to operate a  
Property Address Food Cart Owner's Name  
food cart on my property at the specified location.

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner Signature (if more than one): \_\_\_\_\_ Date: \_\_\_\_\_

## DO NOT WRITE UNDER THIS LINE

### CITY STAFF REVIEW

Is the location of the food cart in a zone where food carts are permitted to operate? ☐ Yes / ☐ No

Are there any other food carts on the lot this applicant is intending to use? ☐ Yes / ☐ No

- If yes and it is more than two carts, conditional use approval is required. Contact the applicant/property owner to inform them of the Conditional Use requirement and process.

Was an OHA license number included? ☐ Yes / ☐ No

Do the food cart dimensions follow the maximum size requirements in the code? ☐ Yes / ☐ No

Did the applicant initial confirming the proposed food cart will not provide drive-thru services or allow customers into the cart? ☐ Yes / ☐ No

Did the applicant provide a property owner consent letter with signatures from all property owners? ☐ Yes / ☐ No

Has the applicant paid the food cart permit fee? ☐ Yes / ☐ No

Was a site plan submitted showing all the requirements in the checklist above? ☐ Yes / ☐ No

- Does the surface and parking follow the code? ☐ Yes / ☐ No
- Do the setbacks and separation distances indicated follow the code? ☐ Yes / ☐ No
- Do all accessory items, structures, and storage indicated follow the code? ☐ Yes / ☐ No
- Do the notes regarding water, electricity, and wastewater follow the code? ☐ Yes / ☐ No
- Is a trash receptacle shown? ☐ Yes / ☐ No
- Does the food cart or its accessories obstruct vehicular, pedestrian, bicycle, transit facilities, public signage, intersections, or landscaping? ☐ Yes / ☐ No
- Is the food cart parked in any public right of way access? ☐ Yes / ☐ No
- Do the windows and doors used for service follow the code? ☐ Yes / ☐ No
- Does the food cart follow restroom or portable toilet code requirements? ☐ Yes / ☐ No / ☐ N/A

Did the applicant submit proof of County approval? ☐ Yes / ☐ No

Were pictures of the interior and exterior submitted? ☐ Yes / ☐ No

### FOR OFFICE USE ONLY

|                             |       |
|-----------------------------|-------|
| Public Works Approval:      | Date: |
| Fire Department Approval:   | Date: |
| Planning Division Approval: | Date: |