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## **MOBILE VENDOR (MV) SITE APPLICATION REQUIREMENTS**

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ALL SUBMITTALS **MUST** BE COMPLETE  
APPLICATIONS SHALL BE SUBMITTED ON THE [PERMIT PORTAL](#)

### **PRIVATE PROPERTY**

- [Applicant Contact List](#)
- Property Owner Approval
- Site Plan showing:
  - Graphic scale, North arrow
  - 14-digit Assessor's property tax account number and project address
  - Proposed mobile vendor location(s)
  - Trash receptacle(s)
  - Property lines, streets, and any existing easements
  - Existing buildings/structures, including any flammable or combustible liquid or gas storage and dispensing systems, with dimensions to the mobile vendor

### **PUBLIC PARKS**

- [Applicant Contact List](#)
- Certificate of insurance naming the City an additional insured (including all applicable endorsements/coverage for the additional insured) with a minimum of:
  - \$1 million per occurrence and
  - \$2 million aggregate for commercial general liability insurance
  - \$1 million products-completed operations aggregate
  - \$1 million per accident auto liability insurance
- [Separate park reservation\(s\)](#) required