



TEMPORARY VENDOR APPLICATION

P.O. Box 2002
Buena Vista, CO 81211
719-395-8643
www.buenavistaco.gov

Project Address
Submit Date
Town Use Only

CONTACT INFORMATION

Applicant Name _____ Phone Number _____

Email Address _____

Property Owners Name _____ Owners Mailing Address _____

Phone Number _____ City, State, ZIP _____

Email Address _____

BASIC INFORMATION

1) Type of Approval:

Residential Zone (Board of Trustees) Nonresidential Zone (Town Administrator)

2) Type of Vendor:

Food Type: _____ Service Type: _____ Merchandise Type: _____ Other _____

3) Signs Proposed (16-64(g)(6))

No Yes (2 signs; no 1 sign shall exceed twelve (12) square feet in size. Review 16-242 for any requirements)

4) Time Duration : Cannot exceed more than 180 Days with in 1 calendar year (Section 16-64)

Dates of Placement of Vendor Cart:

Start: _____ Date ____/____/20__ End: _____ Date ____/____/20__

5) Use of Town-owned Parcel or Park (16-64(g)(7)) :

No Yes

LEGAL DISCLAIMER

I hereby certify that I have read and examined all application submitted at this time and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. It is my responsibility to review the approved plans and any comments that are contained thereon and see that the structure and/or project is built in compliance with all applicable codes

Applicant Signature _____ Date ____/____/20__

Owners Signature _____ Date ____/____/20__

For Town Staff Only

Date Submitted: ____/____/20__

Date Reviewed: ____/____/20__ Reviewer Name: _____

Planning Approval: _____

Admin Approval: _____ Date: ____/____/20__

Applicant	Required Item	Town Staff
	Temporary Vendor Fee <input type="checkbox"/> 7 Days (\$25) <input type="checkbox"/> 30 Days (\$50) <input type="checkbox"/> 90 Days (\$100) <input type="checkbox"/> 180 Days (\$150)	
	Site Plan - The Plan should show: <ul style="list-style-type: none"> - Property lines with dimensions - Setbacks (Front, Side(s), Rear) with distances to all structures including Temp Vendor setup - All Utility documented including trash receptacles, waste disposal, hookups and all easement(s) - Existing Structures with perimeter dimensions and square footage - Clear Site Triangle needs to be denoted (section 16-4) - Public Trail(s) and sidewalks abutting the property - All Street / Alley's nearest to the property with access - Existing and proposed heights of all structures - Existing and proposed location for any shed or fence - Parking spaces dedicated for the property and temp vendor - Driveway and proposed driving aisles on the property. 	
	Elevations of the Cart/Signs - Show with photos the final exterior of the vendor cart and signs.	
	Copy of Town Business License W/ Colorado Sales Tax Certificate - from the Town of Buena Vista. (You may submit the application but it will not be approved until planning is approved.)	
	Chaffee County Health Department Permit (If applicable) - required for all food service vendors unless exempt by Cottage Food Act.	
	Letter of Property Owner Authorization - Required if the applicant is not the property owner.	