



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 _____
 Vendor Name _____ Email Address _____
 Mailing Address _____ Site Address _____
 Property Owners Name _____ Owner Mailing Address _____
 Phone Number _____ Email Address _____

BASIC INFORMATION

- Type of Approval:
 - Residential Zone (Board of Trustees)
 - Nonresidential Zone (Town Administrator)
- Type of Vendor:
 - Food Type: _____
 - Service Type: _____
 - Merchandise Type: _____
 - Other _____
- Signs Proposed (16.4.7)
 - No
 - Yes Review 16.4.7.5.C.2.a for any requirements)
- Time Duration : Cannot exceed more than 360 Days with in 1 calendar year (16.3.4.4.C.3) Days must be Consecutive
 Dates of Placement of Vendor Cart:
 Start: Date ____ / ____ / 20____ End: Date ____ / ____ / 20____
- Date Use of Town-owned Parcel or Park (16.3.4.4.C.1.b) : No Yes
- Town Business License: _____ Required

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 (\$35) <input type="checkbox"/> 30 Days (\$100) <input type="checkbox"/> 90 Days (\$200) <input type="checkbox"/> 180 Days (\$300) <input type="checkbox"/> 360 Days (\$550) or less	
	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 16.4.4.4.E.2) - 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 Cart/ Booth/ Signs - Show with photos the final exterior of the cart, booth, 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.	
	Chaffee County Building Department Inspection- Required if the applicant is using power.	
	Letter of Approval Sanitation- Required if applicant is using Buena Vista Sanitation.	
	Letter of Water Department Inspection- Required if applicant is connected to Town Water.	



Town of Buena Vista Temporary Vendor Water Use Survey

Any Questions can be directed to the Buena Vista Water Department at 719-395-9898 EXT 3#

Will the vendor be connecting to a Town water service (Y/N)? If so, you must connect using an approved back flow prevention device. Please contact Water Department for more information.

If you answered “No”, no back flow prevention device is necessary. If you answered “Yes”, check the box if the following usages apply.

_____ Will the vendor be serving water directly to the Public? (connection and hose must meet Buena Vista Water Department Standards)

_____ Handwashing dishes in a kitchen sink? (requires an airgap i not less than 3” above the rim/overflow of the sink)

_____ Dishwashing in a dishwasher directly connected to the water service? (requires a dual check valve).

_____ Will the water service be directly connected to a water heater? (requires a dual check valve)

_____ Will the water service be directly connected to a vending machine (Soda Fountain)? (requires a reduced pressure dual check valve)

Other? Please describe.

All water service connections must be inspected by the Town prior to use by the vendor. If the vendor has chosen to provide a reduced pressure back flow assembly, double check valve assembly, pressure vacuum breaker assembly, or air vacuum breaker assembly, the vendor will need to provide a current annual test report for the back flow device. For more information on back flow prevention requirements, please reference the Town of Buena Vista Municipal Code: Chapter 13, Article VIII; and/or, the Colorado Department of Public Health and Environments Regulation 11.39.