



TEMPORARY VENDING PERMIT PROPERTY OWNER APPLICATION

Form revised 2/4/2019

PROPERTY INFORMATION

Property Address/Location: _____ Acreage: _____

Current Zoning*/Use: _____ No. of Parking Spaces (including handicap): _____

* The property must not be zoned for, occupied, or used as a residence, either single family or multi-family.

PROPERTY REPRESENTATIVE INFORMATION (representative may include owner, lessee, or legal occupant of real property)

Owner or business: _____ Contact Name: _____

Address: _____ City/State/ZIP: _____

Phone: _____ Fax: _____

Email: _____

I, the property owner, lessee or legal occupant, of said property described above, agree to allow temporary vending on my property for the events listed on this application and as shown on the attached site plan. I agree to meet all requirements of the Town of Northlake and to inform all temporary vendors upon my property of these requirements to the best of my ability.

Signature: _____ Date: _____

TEMPORARY VENDING INFORMATION

Temporary vending may be allowed on any improved property for up to 4 separate 10 day periods in a year. Typically, temporary vending has been associated with races and other major events held at the Texas Motor Speedway. Temporary vending may be used for these events or for other events at the owner's choosing. It is only necessary to complete the dates for any known periods during which temporary vending will be conducted on the property. Additional dates, up to a total of 4, may be added at any time during the year as long as the dates are added to the permit at least 3 days in advance of any temporary vending.

Temporary Vending Period #1:

Begin Date: _____

End Date: _____

Reason for temporary vending:

Race

Other: _____

Temporary Vending Period #2:

Begin Date: _____

End Date: _____

Reason for temporary vending:

Race

Other: _____

Temporary Vending Period #3:

Begin Date: _____

End Date: _____

Reason for temporary vending:

Race

Other: _____

Temporary Vending Period #4:

Begin Date: _____

End Date: _____

Reason for temporary vending:

Race

Other: _____

****See following page for complete application requirements****

FOR OFFICE USE ONLY

Stamp Received

Permit #: _____

Total Fee Paid: \$500 Issue Date: _____

Receipt #: _____ Approved by: _____

Revenue Account: 100-41150-00-00 VNDRS Title: _____

This permit will automatically expire on December 31st of the year of issuance.

TEMPORARY VENDING PERMIT PROPERTY OWNER APPLICATION & REQUIREMENTS

APPLICATION REQUIREMENTS

- Please complete the application by printing all information legibly. Email 1 (pdf) copy to Lora Hutchings: lhutchings@town.northlake.tx.us for review. Application must contain the original signature of the property owner, lessee, legal occupant and/or their authorized representative.
- Attach a site plan showing the location of any proposed vending on the property with:
 - No vending locations shown within or blocking access to a fire lane or parking space as identified on the approved site plan for the site;
 - A minimum of 10 parking spaces for each vendor (please include all handicap spaces and spaces at gas pumps);
- Submit completed application along with site plan and permit fee of \$500.00 not less than three (3) days prior to beginning temporary vending

PERMITTEE REQUIREMENTS

- A person having an owner's temporary vending permit shall:
 - Not permit the erection or placement of a temporary vendor's booth or structure on the approved site more than one day before the vending dates listed on the permit application; and
 - Remove all booths, structures, partitions or other sales sites on the approved site not more than one day after the vending dates listed on the permit application; and
 - Have located on-site a minimum of one (1) 39-gallon or larger trash receptacle for each vendor.
 - Provide unrestricted access to the vendor and vendor's employees and customers public restrooms on site at all times vendor is on property.
 - Ensure compliance with any and all emergency orders of the building official or police department relative to traffic safety, including removal of any and all of the vendor's structures or merchandise.
- Permit will be valid for up to one (1) calendar year for only the events listed on the application.
- The permit will automatically expire upon the December 31st of the calendar year in which it was issued.
- Owner and vendors will each be responsible to meet the respective requirements of the Town of Northlake. Please assist the Town in informing vendors of these requirements and insuring that they are met. Article 5.06 is attached for your reference.
- The permittee shall have each temporary vendor complete a vendor information form (a separate form is necessary for each separate 10 day period of vending). The permittee must remit payment to the Town of Northlake for any vendors using temporary structures (tents or canopies) requiring a permit or selling food & beverages in accordance with the requirements and fees outlined on the vendor information form. The permittee may choose whether or not to collect such fees from the vendor, but the permittee is responsible for remitting the fee payment with the completed Vendor Information Form to the Town of Northlake. Only cash, checks, or money orders are accepted and must be payable to the "Town of Northlake".
- **The permittee shall notify the Town of Northlake by the end of any day on which a new Vendor Information Form is accepted.** The notification shall state the number of vendors that have completed Vendor Information Forms on that day and whether any of the vendors will sell food and beverages or utilize temporary structures requiring a permit. **The notification may be submitted via email to nreddin@town.northlake.tx.us or via phone call (a voicemail message is ok) to 940-242-5703.**

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ARTICLE 5.06 TEMPORARY VENDING

Sec. 5.06.001 Definitions

Improved property. Any platted lot upon which a structure has been constructed following site plan approval and for which a certificate of occupancy has been issued for its use.

Owner. The owner, lessee, licensee or legal occupant of real property.

Temporary vending. Sale of food or merchandise or the provision of services other than within an enclosed building which has been certified for occupancy by the town building official for such sales or services in conformity with the Code of Ordinances of the town.

Temporary vendor. The person, firm, corporation, or other entity who is the seller of food or merchandise or the provider of services.

Sec. 5.06.002 Penalty

Any person who violates any provision of this article shall be guilty of a misdemeanor and shall, upon conviction, be fined in accordance with the general penalty provision found in section 1.01.009 of this code. This remedy shall be cumulative of the remedies available to the town pursuant to other laws, ordinances, rules, regulations, and orders of the town, the county, the state and the United States.

Sec. 5.06.003 General restrictions

Temporary vending shall not be allowed except as permitted under this article. Temporary vendors shall not conduct temporary vending except as follows:

- (1) Between the hours of 6:00 a.m. and 11:00 p.m.
- (2) For a period not to exceed 10 consecutive days.
- (3) Not less than 20 feet from the improved portion of a public road or highway.
- (4) On land for which an owner has first acquired a permit under this article.
- (5) For sales of food or merchandise or provision of services in compliance with zoning for the site.

Sec. 5.06.004 Property owner's permit; site plan

- (a) An owner may not permit or allow temporary vending on the owner's land except when an owner's permit therefor has been issued by the town.
- (b) An owner's temporary vending permit, valid for one (1) year, may be issued to an owner under the following conditions:
 - (1) The owner's land is an improved property as defined in section 5.06.001.

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- (2) The owner's land is not zoned for, occupied or used as a residence, either single-family or multifamily.
- (3) The owner has applied for a permit not less than three (3) days prior to beginning temporary vending.
- (4) The application lists no more than four (4) separate 10 day periods during the calendar year in which temporary vending may occur.
- (5) The owner attaches to his application a site plan showing the location of any proposed vending on the property with:
 - (A) No vending locations shown within or blocking access to a fire lane or parking space as identified on the approved site plan for the site;
 - (B) A minimum of 10 parking spaces for each vendor.
- (6) The owner pays a permit fee, as provided for in the fee schedule found in appendix A of this code, for each tract of land to be used for vending.

Sec. 5.06.005 Vendor's permit; responsibilities of property owner and vendors

(a) Temporary vending shall be unlawful except when the vendor has secured the permission of the owner of a property for which a temporary vending permit has been issued and all sales and services comply with the terms and conditions of the permit and this article as follows:

- (1) A temporary vendor shall complete a vendor information form to be provided to the Town by the owner upon request showing the following:
 - (A) Name, address, telephone number and email address of the vendor.
 - (B) Current Texas Sales and Use Tax identification number if conducting taxable sales.
 - (C) Exact kinds of merchandise or services to be sold or performed.
 - (D) Kind of booth, structure, or conveyance to be used, which must:
 - (i) Have a minimum of 100 square foot area;
 - (ii) Be either a motor home, trailer, temporary booth or consist of physical partitions; and
 - (iii) Be covered with a roof or awning.
 - (iv) Meet all applicable fire code requirements.
 - (E) Location of the vending booth, structure or conveyance on the site.

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(2) A separate health permit shall be issued for any temporary vendors selling food or beverages.

(3) Vendors shall comply with any and all emergency orders of the building official or police department relative to traffic safety, including removal of any and all of the vendor's structures or merchandise.

(b) A person having an owner's temporary vending permit shall:

(1) Not permit the erection or placement of a temporary vendor's booth or structure on the approved site more than one day before the vending dates listed on the permit application; and

(2) Remove all booths, structures, partitions or other sales sites on the approved site not more than one day after the vending dates listed on the permit application; and

(3) Have located on-site a minimum of one (1) 39-gallon or larger trash receptacle for each vendor.

(4) Provide unrestricted access to the vendor and vendor's employees and customers public restrooms on site at all times vendor is on property.

(5) Ensure compliance with any and all emergency orders of the building official or police department relative to traffic safety, including removal of any and all of the vendor's structures or merchandise."

(Ordinance 06-0211B adopted 2/11/16)