

Multiple Vendor Application



Submit Application to:

City Clerk's Office
4200 Mills Civic Parkway, Suite 2B
P.O. Box 65320
West Des Moines, IA 50265-0320
515-222-3600 (phone)
www.wdm.iowa.gov

*** Note a change or expansion in operations from that indicated on this application, including, but not limited to, changes in days of week indicated, changes in times desired and changes in mobile food unit locations, will require the submittal of a new application for review, payment of new application fees and City approval.*



Multiple Vendor Application

NO APPLICATION CAN BE ACCEPTED FOR REVIEW UNLESS ALL REQUIRED INFORMATION IS SUBMITTED.

(Review completed within 10 business days from date of submittal)

Application Fee: \$350.00/year

GENERAL INFORMATION

Name of Business/Complex Name _____

Address: _____

Property Owner: _____

Name of Primary Contact: _____

Email of Primary Contact: _____

Phone Number of Primary Contact: _____

Number of trucks desired: _____. If more than four trucks desired, multiple groupings are required. See code for grouping separation requirements and allowances.

An aerial photo of site at a scale large enough to discern site details such as parking stalls, circulation drives, building entrances, etc. must be included with the application. The aerial photo shall include the entire site, not just the area where multiple vendors are desired. If site is too large, one illustration of entire site may be provided and secondary illustration of vendor area provided.

(Aerial photos may be obtained from the respective County Assessors website, Google Earth, Bing, etc.)

Indicate the following on the aerial:

- Desired location(s) for mobile food units to set-up (if multiple groupings, indicate all grouping locations).
- Orientation of mobile food units (within or across parking stalls).
- Service side of mobile food units.
- Location of food ordering staging area where customers will gather for each mobile food unit.
- Location of any areas intended for on-site consumption of food and notation of amenities to be provided (number and location of tables, benches, trash receptacles, etc.)
- Parking areas anticipated to be utilized by mobile food vendors' customers driving to the site.

In addition to the aerial illustration, provide the following information:

- Land uses within the site (office, retail, restaurant, etc.) and gross floor area (GFA) of each use:
Use: _____ Square Footage: _____
Use: _____ Square Footage: _____
Use: _____ Square Footage: _____
- Total number of non-ADA parking stalls existing within the site: _____
- Total number of mobile food units desired on site at a given time: _____
- Anticipated time that mobile food units will be on-site:
Start Time: _____ End Time: _____
*** Note per code, mobile food units may only be on site a maximum of eight (8) hours.*
- Completed parking count worksheet (see attached example).
 - Parking counts shall be done for those days of the week in which multiple food vendors are desired on site (i.e.; office developments analyze appropriate weekdays; retail development may need to add/subtract days of the week accordingly).
 - Counts shall be taken for each hour between the start and end times indicated for each day for which mobile food units are desired on site. Count should be made within the first 15 minutes of each hour.

The determination of the maximum number of mobile food units to be allowed on a given site will be based upon regulations in code in conjunction with the following:

- The average number of parking spaces available at desired times. (Assumes 3 stalls required per mobile food unit parking perpendicular across a stall (adjusted for vehicle length indicated); or 2 stalls required per mobile food unit if park traditionally within a stall (one stall for the mobile food unit + one for customers: adjusted if necessary due to vehicle width or intended patron location)).
- A maximum 4 mobile food units allowed within a grouping. Multiple groupings may be allowed, but must be separated by a minimum of 500 feet, significant roadway or other obstacle.
- The impact of the location of the mobile food units on primary emergency services circulation routes.
- The impact of the location of mobile food units on accessibility to fire hydrant and fire department connections (FDCs).
- Number of pedestrian and vehicle conflict points. This includes vehicles of/for the primary business accessing/circulating within the site, as well as conflicts between customers and mobile food units.
- The proximity of customers either waiting for food or consuming on site to vehicle use areas.
- The degree of possibility that mobile food unit locations within a site may negatively impact adjacent roadways.
- The degree of possibility that the mobile food unit locations within a site may negatively impact adjacent properties.
- Potential safety issues arising from or related to the proposed operation(s).

STAFF USE ONLY:

- Number of stalls required by Code for site: _____
- Number provided within site: _____
- Average number of stalls available per parking count: _____

CERTIFICATION

NOTE: ALL APPLICATIONS MUST HAVE SIGNATURE(S) OF THE CURRENT PROPERTY OWNER(S) OR INDIVIDUAL WITH THE PROPER POWER OF ATTORNEY OR AUTHORIZATION TO SUBMIT SAID APPLICATION.

Owner’s Signature and Consent

I/we, _____ am/are the owner(s), authorized representative(s) for a corporate owner, person with power of attorney for the owner/owners, of said property. I/we personally swear and affirm that this application has been prepared in compliance with the requirements of the City of West Des Moines Municipal code as printed herein and that the statements and information above referred to are in all respects true and correct to the best of my/our knowledge and belief. Further, I/we hereby submit this application for review and consideration by the City of West Des Moines, Iowa in compliance with the requirements of the City of West Des Moines Municipal Code.

I/we understand that as the property owner(s) I/we am/are agree to ensure that the performance standards specified in Title 3, Chapter 7, Section 4: Mobile Food Units are met, the safety of pedestrians is protected and the access for emergency vehicles in and around the site is maintained. I/we understand that failure to do so could result in any enforcement actions or penalties allowed by law, including, but not limited to the alteration (decrease in number of mobile food units allowed) or revocation of the multiple vendor permit.

I/we understand that in addition to the multiple vendor permit, all mobile food vendors units within the City of West Des Moines must also obtain a Mobile Food Vendor license from the City Clerk’s office. I/we understand that Mobile Vendors which meet state classifications class III or IV are also required to be inspected by the City’s Fire Department. As the property owner, I/we agree to ensure that all vendors operating within their site have the proper licenses and inspections

By submitting this application, I/we grant the City permission to access the property at any time for the purposes of on-site inspections and enforcement.

Signature of Legal Property Owner/Authorized Individual

Date

Signature of Legal Property Owner/Authorized Individual

Date

The intent of allowing multiple food vendors within a site shall be to provide services to a targeted audience and not to create pop-up commercial centers.

Site activities which are deemed to be an event (e.g.: multiple mobile food units within a site in conjunction with an advertised car show) shall be governed and permitted under a Short-term Temporary Use Permit. Additionally, a Short-term Temporary Use Permit shall be required anytime that the number of mobile food units desired for a site exceeds the maximum number allowed under an approved Multiple Vendor Permit.

To be completed by and signed by authorized City Personnel:

Multiple Vendor Permit

THE PROPERTY SUBJECT OF THIS APPLICATION HAS BEEN APPROVED FOR A MAXIMUM OF _____ MOBILE FOOD UNITS PER GROUPING, WITH _____ GROUPINGS ALLOWED IN THE MOBILE FOOD UNIT PARKING AND PATRON STAGING LOCATIONS AS IDENTIFIED ON THE ATTACHED PERMIT ILLUSTRATION.

IN ADDITION, THE EMERGENCY PATHWAY(S) IDENTIFIED ON THE ILLUSTRATION SHALL REMAIN UNOBSTRUCTED AT ALL TIMES.

By: _____

Name: _____

Title: _____

Date: _____

Permit Number: _____

Permit Valid: _____ through April 14, _____.

Example Parking Counts:

Parking counts may be completed by business staff and do not require the hiring of an outside agency.

<u>Dates counts taken: May 5 - 9</u>			
<u>Day of week</u>	<u>Hour studied</u>	<u># stalls utilized</u>	<u># empty</u>
Monday	11:00am	74	22
Monday	12:00pm	68	28
Monday	1:00pm	86	10
Wednesday	11:00am	72	24
Wednesday	12:00pm	64	32
Wednesday	1:00pm	84	12
Friday	11:00am	70	26
Friday	12:00pm	62	34
Friday	1:00pm	66	30
Friday	4:00pm	80	16
Friday	5:00pm	52	44
Friday	6:00pm	24	72

The above counts would be provided as part of a request to allow vendors on site from 11:00am to 2:00pm on Monday and Wednesday, and from 11:00am to 2:00pm and 4:00pm to 7:00pm on Friday.