



# Town of Buena Vista

P.O. Box 2002

Buena Vista CO 81211

Phone: (719)395-8643

Fax: (719)395-8644

## TEMPORARY VENDOR CART PERMIT APPLICATION

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Subject Property Address: \_\_\_\_\_ Buena Vista, Colorado

Owner of Subject Property: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Dates of Placement of Vendor Cart: \_\_\_\_\_ (Not to exceed 180 days)

Items to be sold: \_\_\_\_\_

**Please submit the following items with this application. Incomplete applications will not be processed.**

- A sketch of entire parcel where vendor facility will be located (may use applicable Park Site Diagrams.\*) Please show location and dimensions of proposed vendor cart. Please show all structures, easements, driveways, parking spaces and drive aisles in the area. Show and label the location of all streets adjoining the property. Show location of structures on adjoining property adjacent to the location of the vendor cart. *Please note: A copy of approved site plan will be attached to permit. Changes must be submitted in writing for approval by the Town before an amended permit can be issued.*
- A sketch or photo showing Vendor Cart design. Include dimensions of proposed cart (height, width, length).
- Sketch showing size, location, and appearance of any proposed signs.
- Copy of business license from the Town of Buena Vista. Permit applications can be processed and conditionally approved prior to the issuance of a Town of Buena Vista business license. Final approval of the permit may not be obtained until a business license is issued.
- Copy of State of Colorado Sales Tax certificate.
- Copy of Chaffee County Health Department permit. (If applicable; required for all food service vendors.)
- Letter authorizing use of property if applicant is not the property owner.

I certify that the information and exhibits submitted herewith are true and correct to the best of my knowledge.

Signature of applicant/agent \_\_\_\_\_ Date \_\_\_\_\_

\*Diagrams of Park Sites available at Town Hall and on Town website.

[www.buonavistaco.gov](http://www.buonavistaco.gov)

**OFFICE USE ONLY:**

Fee Paid  Cash: \$ \_\_\_\_\_  Check \$ \_\_\_\_\_ Check Number \_\_\_\_\_ Date Received: \_\_\_\_\_

Submittal Requirements:

- Site Plan \_\_\_\_\_
- Sign Plan \_\_\_\_\_
- Facility Sketch \_\_\_\_\_
- Business License \_\_\_\_\_
- Tax Certificate \_\_\_\_\_
- Health Department Approval \_\_\_\_\_

Received By: \_\_\_\_\_ Date Received: \_\_\_\_\_

Planning Department: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_

Conditions/Comments:

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Approved  Denied By: \_\_\_\_\_  
Sue Boyd, Town Administrator or designee

Reason for Denial:

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