



MOBILE FOOD UNIT “FOOD CART” **(TYPE I)**

Why does the City need to review a Mobile Food Unit Application?

It allows the City to clearly review the proposal and ensure compatibility between the proposed use with surrounding uses and ensure that all fire, life & safety requirements can be met. As per BGMC 5.04 the City only permits 5 mobile unit permits per year. In addition to receiving approval from the City, it is required that the applicant also receive the appropriate approvals from the offices of Clark County Health District and Clark County Fire Marshal.

What is the Fee for this Mobile Food Unit Application?

Refer to current City of Battle Ground [Fee Schedule](#).

What is the process for a Mobile Food Cart Application? (See reverse side for Process Chart)

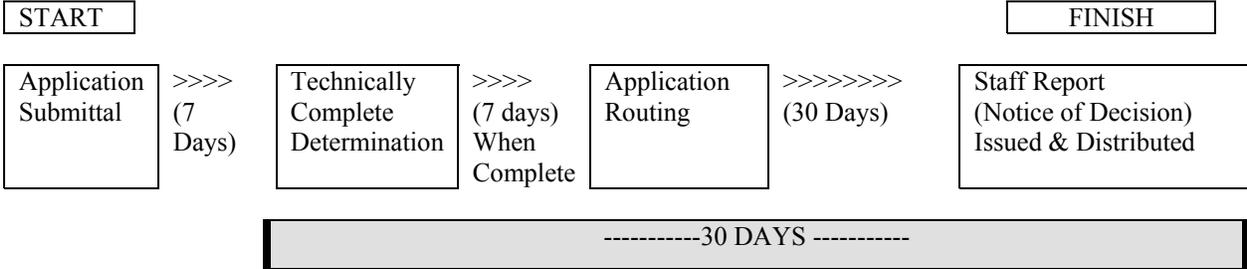
- Fill out Application and compile required items listed on the attached Submittal Requirements sheet.
- Submit Application contents and applicable fee.
- Within 30 days from the “Technically Complete” date, Notice of Decision is sent to parties of record, pursuant to Section 17.200.130.
- Applicant is required to satisfy all Conditions of Approval within the Notice of Decision.

Can a decision on a Mobile Food Cart be Appealed?

Yes, these decisions may be appealed by applicants or parties of record, to the hearings examiner. All appeals to the hearings examiner shall be filed with the Community Development Director or designee within 15 days after the date of the notice of decision on the matter being appealed. For further detail on appeals, refer to BGMC 17.200.140.

If you have further questions regarding this application, submittal requirements or process, please contact the Community Development Department at 360/342-5047.

**TYPE I
CITY OF BATTLE GROUND
DEVELOPMENT REVIEW PROCESS**



APPLICANT IS REQUIRED TO SATISFY ALL CONDITIONS OF APPROVAL IN NOTICE OF DECISION.

NOTE: Please be advised, the above process chart is subject to change if there is a delay on the part of the applicant, such as failure to submit necessary additional information that may be required by staff during the review.



COMMUNITY DEVELOPMENT REVIEW APPLICATION

SUBMIT TO:
City of Battle Ground
Community Development Department
109 SW 1st Street, Suite 127
Battle Ground, WA 98604

TYPE(S) OF APPLICATION: (See Reverse Side)	
Type I: _____ Type II: _____ Type III: _____	FOR OFFICIAL USE ONLY
PROJECT NAME:	PROJECT FILE #
	DATE SUBMITTED:
	FEE: _____ RECEIPT # _____
DESCRIPTION OF PROPOSAL: (Attach Written Narrative)	
ARE THERE ANY CRITICAL AREAS ON SITE? YES _____ NO _____ UNKNOWN _____	
APPLICANT NAME:	E-Mail Address:
Address:	Phone: Fax:
REPRESENTATIVE NAME:	E-Mail Address:
Address:	Phone: Fax:
PROPERTY OWNER NAME: (List multiple owners on separate sheet)	E-Mail Address:
Address:	Phone: Fax:
PROJECT SITE LOCATION/ADDRESS:	Zoning: _____ Comprehensive Plan Designation: _____
Serial # of Parcel(s):	_____ 1/4 of Section _____ Township _____ Range _____
Restrictive Covenants: Yes: _____ (attach copy) No: _____	Acreege of Parcel(s): _____
*****SUBMITTAL REQUIREMENT LIST MUST BE ATTACHED TO THIS APPLICATION*****	

AUTHORIZATION:

The undersigned hereby certifies that all information submitted with this application is complete and true under penalty of perjury under the laws in the State of Washington. I also understand that errors and or omissions may lengthen the time to process the request.

Authorized signature

Date

****Letter of authorization is required if other than Property Owner (See Attached Owner Authorization Form)****

APPLICATION TYPES

BGMC 17.200.060: When multiple land use actions of different types are required for a development, all shall be processed concurrently at the highest review type.

PLEASE MARK ALL APPLICABLE APPLICATION TYPES

<p align="center"><u>TYPE I</u></p> <p>This type of application involves no or very little discretionary decision-making in application of the applicable development ordinances, and has little to no significant impact to abutting property owners and/or the public in general.</p>	<p align="center"><u>TYPE II</u></p> <p>This type of application requires a higher degree of discretionary decision making in interpreting and applying the applicable development regulations, and has a greater degree of impact on abutting property owners and/or the general public.</p>
<ul style="list-style-type: none"> <input type="checkbox"/> Accessory Apartment Review <input type="checkbox"/> Boundary Line Adjustment <input type="checkbox"/> Planning Director Determination <input type="checkbox"/> Engineering Review <input type="checkbox"/> Final Short Plat Review <input type="checkbox"/> Final Site Plan Review <input type="checkbox"/> Final Subdivision Review <input type="checkbox"/> Grading Permit Application (50-100 cubic yards) <input type="checkbox"/> Home Occupation <input type="checkbox"/> Legal Lot Determination <input type="checkbox"/> Post Decision Review, pursuant to 17.200.035 <input type="checkbox"/> Road Modification Request <i>(To be reviewed with parent application)</i> <input type="checkbox"/> Sign Permit Application <i>(to be routed to Planning and if applicable, Building Division for review)</i> <input type="checkbox"/> Site Plans, pursuant to BGMC 17.143.030.A.1 <input type="checkbox"/> Temporary Use <input type="checkbox"/> Variance, pursuant to BGMC 17.149 <input type="checkbox"/> Other: _____ 	<ul style="list-style-type: none"> <input type="checkbox"/> Binding Site Plan <input type="checkbox"/> Critical Area Report Review <input type="checkbox"/> Grading Permit when requiring SEPA Review (Over 100 cubic yards) <input type="checkbox"/> Post Decision Review, pursuant to BGMC 17.200.035 <input type="checkbox"/> SEPA (State Environmental Policy Act) Review <i>(To be reviewed with parent application)</i> <input type="checkbox"/> Short Plat Application <input type="checkbox"/> Site Plans, pursuant to BGMC 17.143.030.A.2 <input type="checkbox"/> Wetland Delineation Review <input type="checkbox"/> Road Modification Request <i>(To be reviewed with parent application)</i> <input type="checkbox"/> Other: _____
<p align="center"><u>TYPE III</u></p> <p>This type of application requires a high degree of discretionary decision making in interpreting and applying development regulations, and/or has a high degree of impact on property owners within the vicinity of the site and the public in general. All Type III Applications require a Pre-Application Conference prior to submittal.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Conditional Use <input type="checkbox"/> Plat Alteration (After Plat has been recorded) <input type="checkbox"/> Post Decision Review (After Preliminary Approval) <input type="checkbox"/> Subdivision Application <input type="checkbox"/> Variance, pursuant to 17.149 <input type="checkbox"/> Zone Change Request/Comprehensive Plan Amendment 	<p align="center"><u>OTHER</u></p> <p>The following applications are processed differently than Type I, II or III Applications. Refer to specific Application for process information.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Annexation <input type="checkbox"/> Annual Review <input type="checkbox"/> Covenant Release <input type="checkbox"/> Developers Agreement <input type="checkbox"/> EIS Preparation <input type="checkbox"/> Legislative Amendments <input type="checkbox"/> Pre-Application Conference <input type="checkbox"/> Traffic Study Review <i>(To be reviewed with parent application)</i>



SUBMITTAL REQUIREMENTS
MOBILE FOOD UNIT - "FOOD CART"

The following is a checklist of the required information for submitting a MOBILE FOOD UNIT application. Applications will not be processed until all of the following material is submitted and determined technically complete. (BGMC 5.04.040, 17.143.050 and 17.200.050)

**FIVE COPIES OF ALL OF THE BELOW ITEMS ARE REQUIRED FOR SUBMITTAL:
(Please confirm with the City the applicability of the items listed below for your specific proposal.)**

- APPLICATION FORM completed and signed by owner(s) of record, or their designee. If signed by designee, a letter of authorization signed by the property owner shall accompany the application.
- QUESTIONNAIRE FORM completed and signed by owner(s) of record or their designee, which includes the required information:
 - Business License Application.
 - Property owner authorization for subject site.
 - Permission from restaurant or eating establishment within 100', if applicable.
 - Appropriate Permission if located within 300' of an active special event or city authorized concession stand in any public park.
 - Right of Way permit if proposed to be located in City owned property, or right-of-way.
 - Clark County Health Permit
 - Fire Marshall Inspection and approval.
 - Photo of the food cart.

SCALED 11" x 17" SITE PLAN indicating compliance with BGMC 5.04.030 (Attached as part of this application) in addition to the following items:

- Property dimensions of subject location site, including existing site conditions, i.e., other buildings, parking spaces, driveways etc...
- Location of food cart on site including awning and seating area, if applicable
- Location of trash receptacles, if applicable
- Indicate location of all electrical cords and method being used to avoid tripping hazard
- Location of abutting streets
- Proposed ADA access both vehicular and pedestrian
- Note: If installation of any signage is proposed, please indicate on the site plan. Refer to BGMC 17.139 for specific details required.

APPLICATION FEE: _____.

RENEWAL FEE: IF APPLICABLE: _____.

*** THIS SUBMITTAL REQUIREMENT LIST MUST BE SUBMITTED WITH THE APPLICATION ***



CITY OF BATTLE GROUND
COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION: (360) 342-5047 / BUILDING DIVISION (360) 342-5046

OWNER AUTHORIZATION FORM

I, _____ am the owner of the _____
(Owner name) *(Parcel or building)*

located at _____ in Battle Ground, Washington, and as such
(Site address)

authorize _____ to submit the following (select all that apply):
(Name of applicant)

- Land Use Application
- Building Permit Applications (including Mechanical and Plumbing, if applicable)
- Other (please specify) _____

for the purpose of _____
(Name of project)

Owner Signature

Date

Print Owner Name



City of Battle Ground

109 SW 1st Street, Suite 127, Battle Ground, WA 98604, 360-342-5047

MOBILE FOOD UNIT "FOOD CART" QUESTIONNAIRE

1. Have you received a City of Battle Ground business license? If so, please provide the legal name of business: _____
Doing Business As (if applicable): _____
Business Phone: _____
Business Street Address: _____
City/State/Zip: _____
Mailing Address: (If different from Business Address) _____
City/State/Zip: _____
2. Is this a motorized vehicle, trailer, push cart or other conveyance? If other, please explain
 Yes
 No
 Other: _____
3. Vehicle License Number, if applicable: _____
4. Time-Frame for business operation, i.e., 1-year, 3-months etc... _____
5. Hours of Operation including days of the week: _____
6. Do you intend on applying for a 1-year renewal permit? _____
 Yes
 No
7. Is this unit fully self contained?
 Yes
 No, Please explain: _____
8. What type of food is proposed to be sold: _____
9. If this is located within an existing parking lot, how many parking spaces is being taken up and does this still allow for sufficient parking spaces for the existing business establishment? Please explain: (Refer to BGMC 17.133)

12. If located within 100' of another eating establishment, please list the business name

13. Has the County Health Permit been acquired?

- Yes
- No

14. Has a Fire Marshal inspection and approval been acquired?

- Yes
- No

15. Have you attached photo of your food cart?

- Yes
- No

Refer to the current City of Battle Ground [Fee Schedule](#) available on our website, or call 360-342-5047 for the application food cart fee and renewal fee.

I certify the above information is correct:

Applicant's Signature

Print Name

Title

Date