

**Community Development**  
Located at 1300 S. Kodiak Circle, Cornelius, Oregon 97113  
[www.ci.cornelius.or.us](http://www.ci.cornelius.or.us)

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Business Name: \_\_\_\_\_

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

Address(es), Tax Lot ID(s), and Zoning of site(s) under consideration: \_\_\_\_\_

Mobile Vendor Type:  **Type A** (e.g., a mobile vendor that sells goods from a vehicle in the public right-of-way and periodically stops outside of the flow of traffic on an as-needed basis to respond to immediate demand for goods. An example of this type of mobile vendor would be an ice cream truck.)

**Type B** (e.g., a mobile vendor that sells goods or services from a custom-constructed vehicle, cart or other moveable equipment on property outside the public right-of-way. This type of vendor may be located on a single property throughout the day or may move from one approved property to another for fixed periods during the day. An example of this type of vendor would be a food truck or hot dog cart.)

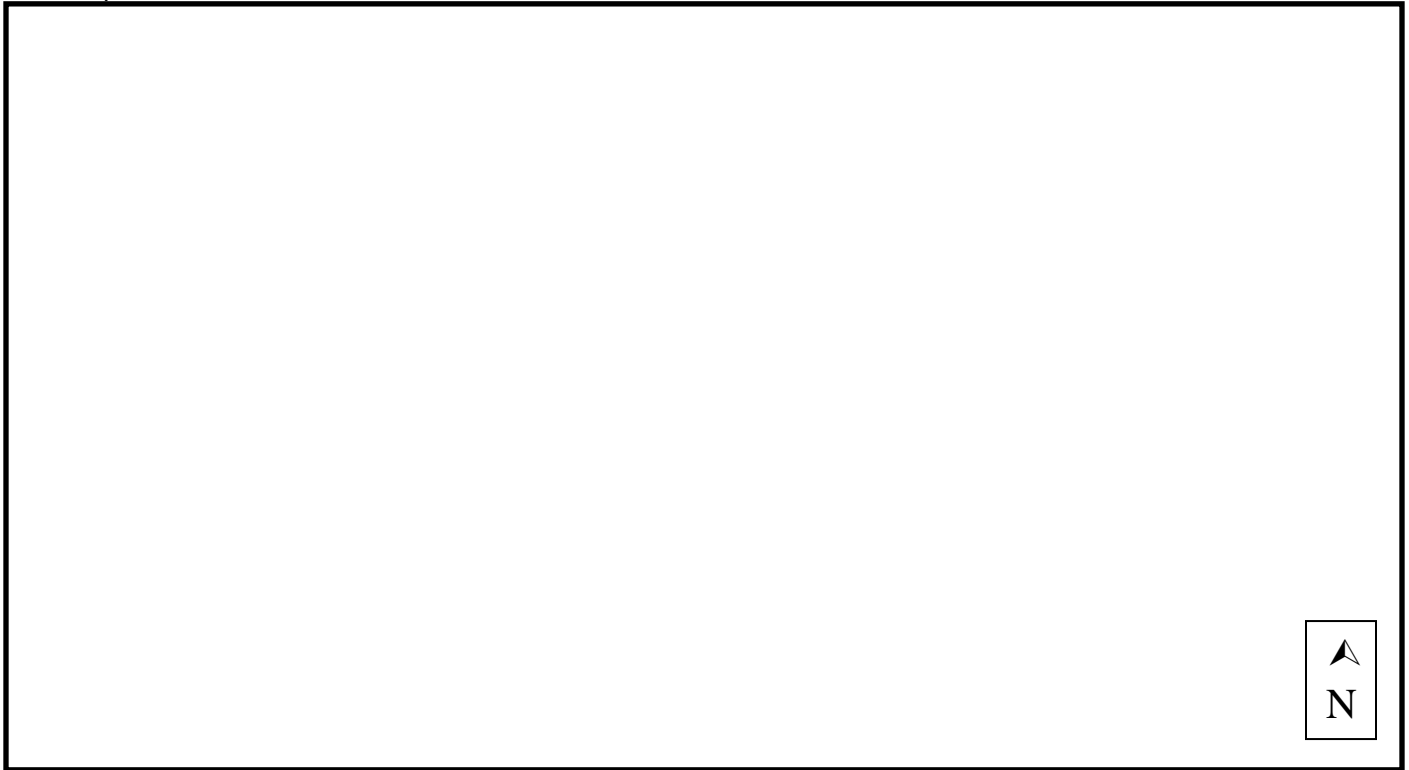
Description of goods to be sold: \_\_\_\_\_

Days and Hours of Operation: \_\_\_\_\_ to \_\_\_\_\_

If you are applying for a Type B Mobile Vendor Permit, please provide a site map on the following page that includes the following information, in accordance with Cornelius Municipal Code 5.35.070:

1. Names and locations of adjacent streets;
2. Addresses and location of any permanent buildings on the site(s);
3. Locations of all driveways on the site(s) and adjacent properties;
4. Location of all drive aisles and fire lanes on the site(s);
5. Diagram of on-site parking lot and parking space configuration (i.e., right-angle vs. angled, single-loaded vs. double-loaded);
6. Proposed location of the business vehicle on the site(s);
7. Dimensions from proposed mobile business operations to all permanent buildings, drive aisles, and driveways;
8. Location of any temporary electrical hookups;
9. Location of any furniture, solid waste containers, and similar fixtures to be placed in the immediate vicinity of the mobile business.

Site Map



In addition, please provide the following documentation, in accordance with CMC 5.35.070:

1. Written permission from the owner, leasing agent, or person in charge of the property at which the business will operate (see attached sheet).
2. A copy of the applicant's current City business license.
3. A copy of the applicant's current food handler certificate (if applicable).
4. A copy of the applicant's current certificate of insurance, which shall include, as a minimum: Commercial General liability policy of \$2mm per occurrence (with the City named as additional insured), workers compensation, and auto liability.

I, the undersigned, as the applicant or applicant's appointed representative, do affirm that I will locate and operate the mobile vendor unit in accordance with all regulations in Chapter 5.35 of the Cornelius Municipal Code. I also acknowledge that I may not operate a mobile business until I have been issued a Business License from the City of Cornelius.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Telephone Number

For more information, please contact Ryan Wells, Community Development Director, at (503) 357-3011 or [rwells@ci.cornelius.or.us](mailto:rwells@ci.cornelius.or.us).

For Office Use Only: Approved \_\_\_\_\_

Denied \_\_\_\_\_

Staff Init. \_\_\_\_\_

**PROPERTY OWNER APPROVAL OF MOBILE VENDOR OPERATION**

I, \_\_\_\_\_, am the owner of record for the property located at  
(Please print)  
\_\_\_\_\_, Tax Lot ID \_\_\_\_\_.  
(Address) (TLID)

By signing this form, I am stating to the City of Cornelius my authorization for \_\_\_\_\_ to operate a mobile vending business on the above-referenced property. I understand that all agreements, terms, and resolution of conflicts between me and the mobile vending business operator related to their location and operation on the above-referenced property are private-party matters, and are neither regulated nor enforced by the City of Cornelius. I also acknowledge that a violation of CMC Chapter 5.35 or a violation of any applicable land use approval may result in revocation of the Mobile Vendor Permit by the City of Cornelius.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Telephone Number