



SIDEWALK VENDOR PERMIT APPLICATION FORM

Applicant Name: _____ Date: _____

Business Name: _____ License #: _____

Address: _____

Phone #: _____ Secondary #: _____

Location Preference: _____

Number of Employees: _____ Proposed Hours of Operation (From/To): _____

Detailed Description of Goods to be Sold:

The following items must be attached for this application to be processed.

- _____ Valid copy of all applicable health permits or licensing as required by federal, state or local authorities.
- _____ Description of the cart including scaled drawings or photograph, proposed colors, and signage.
- _____ List of all persons or employees who will be operating the vending unit or preparing food to be sold from the vending unit and proof of a current food handlers permit if required by Jackson County.

****VALID BUSINESS LICENSE MUST BE OBTAINED PRIOR TO THE ISSUANCE OF THE PERMIT****

The undersigned applicant agrees to adhere to all requirements as stated in the Code of Medford, Section 6.350 and attests that the facts stated herein are true, as I reasonably believe. I understand that this is a "sworn statement" and that any material misrepresentation contained herein will be cause for denial or revocation of this permit.

Signature: _____ Date: _____

DO NOT WRITE BELOW THIS LINE – For Office Use Only

PLANNING DEPARTMENT REVIEW: Comments or Conditions:

Zoning District _____ Approved _____ Date _____

Permitted Use Section _____ S.I.C. _____

As per Home Occupation Agreement _____ Disapproved _____ Date _____

BUILDING DEPARTMENT REVIEW: Comments or Conditions:

_____ Approved _____ Date _____

_____ Disapproved _____ Date _____

FIRE MARSHALL REVIEW: Comments or Conditions:

_____ Approved _____ Date _____

_____ Disapproved _____ Date _____

POLICE DEPARTMENT REVIEW: Comments or Conditions:

_____ Approved _____ Date _____

_____ Disapproved _____ Date _____

PUBLIC WORKS-ENGINEERING REVIEW: Comments or Conditions:

_____ Approved _____ Date _____

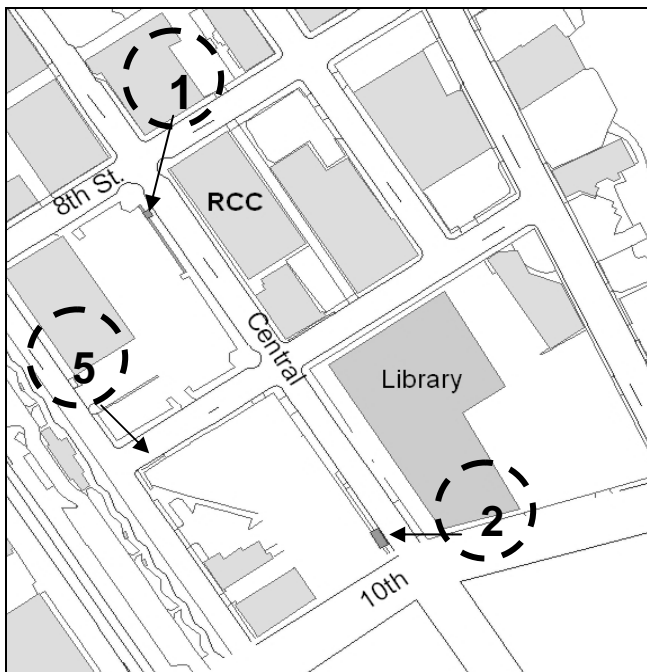
_____ Disapproved _____ Date _____

CITY MANAGER APPROVAL: _____ DATE: _____ VENDOR SITE: _____

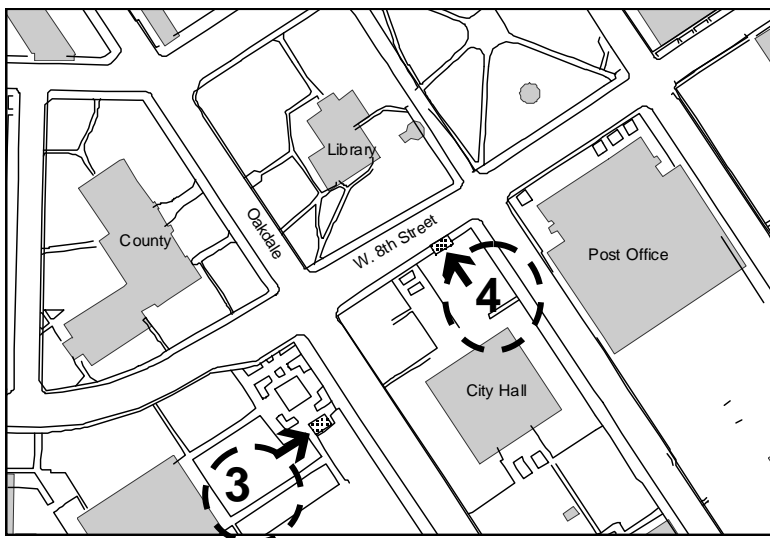
PERMIT FEE PAID: \$ _____ CK#: _____ PERMIT VALID FROM _____ to _____

PROCEDURE FOR SIDEWALK VENDOR PERMIT APPLICATIONS

1. Applicant completes the Street Vendor Permit Application form and submits the form and all required attachments to the City Manager's Office.
2. Upon review of application for completeness, applicant will then hand carry application and attachments to the appropriate departments for approval.
3. Once all appropriate departments have processed and approved the application, applicant shall return the application and all attachments to the City Manager's Office.
4. Sidewalk sites are designated by the City Manager for placement of sidewalk vendor carts.
5. Permit fee amount for each site is \$300 per quarter (equivalent to \$100 per month). Minimum permit period is one quarter; maximum permit period is four quarters.
6. Each year on June 30th, all sites will become available for reassignment. Any interested party must have their completed vendor permit application submitted to the City Manager's Office by June 15th to be included in the random drawing for the sites.
7. Applicants may retain a vendor site by paying for the total quarters remaining within the City's current fiscal year (July 1-June 30) at the time the permit is assigned.
8. If more than one applicant applies for a permit at a single location, the City will approve one permit only for each location by random selection.
9. Any violation of Medford Code Section 6.350 will result in the termination of a vendor's permit. Vendor will also be held responsible for any costs incurred by the City of Medford for any said violation.



Site 1 – 8th & Central
Site 2 – 10th & Central



**Site 3 – 8th & Oakdale
 Mayors Fountain**
**Site 4 – 411 W. 8th Street
 City Hall**
**Site 5 – Front St. across
 from bus station**