

SIDEWALK VENDOR APPLICATION INFORMATION SHEET

This checklist is designed to assist you in determining the required forms for your business.

SIDEWALK VENDORS ARE GOVERNED BY CHAPTER 14.55 OF THE LINCOLN MUNICIPAL CODE.

Please be sure to read the Ordinance **before** applying.

PROCESSING TIME: **Approximately 3-4 weeks.** If the application is incomplete & any attachments are missing, this will delay the processing even further. Lincoln Municipal Code Section 14.55.050 allows the Sidewalk Café Review Committee **45 days** from receipt of the **complete** application to return their reports to the City Clerk's Office. Conditions of Approval may be placed on the applicant.

TYPES OF PERMITS AVAILABLE:

- B-4 - Restricted to the downtown area, no location specific; permit fee: \$50 per application.
- B-3 - restricted to **one** location within the B-3 Zoned area; permit fee: \$50 per location.
- B-4 w/ B-3 - **one** location in the B-3 Zoned Area but you may also be downtown, no location specific. If you wish to have **multiple** locations within the B-3 Zoned Area, you must complete a separate application for each location and pay a \$50 permit fee.

FEES:

- **Permit Fee:** \$50.00 per permit period.
- **Pushcart/Stand Fees:** \$50.00 occupation tax for each cart or stand.
- Fees must be paid at time of application to the City Clerk. Should applicant be denied, the fees are fully refundable.
- If cart or stand is already licensed & you are applying as an employee, there is just a \$50.00 Permit Fee.
- License term is 1 year from date of issuance.
- Make checks payable to **City of Lincoln**.
 - Please note: Payments by Check authorize the City to make a one-time electronic fund transfer. Funds may be withdrawn immediately and your check will not be returned.

ITEMS ALLOWED TO BE SOLD: Food, Balloons, Flowers

FOOD ESTABLISHMENT AND HANDLER PERMITS:

A Lincoln Food Establishment Permit and the appropriate food manager and/or food handler permits are required for anyone selling food to the public with the following exceptions:

- 1) Non-potentially hazardous foods prepackaged single service snack items such as bottled/canned beverages, candy bars, and bagged chips.
- 2) Fresh produce that is whole, uncut fruits and vegetables.

Contact the Lincoln Lancaster County Health Department for fees & information at (402) 441- 6280.

SIDEWALK CAFÉ REVIEW COMMITTEE - Applicants may be required to meet with the Committee.

CRIMINAL HISTORY - A criminal history check will be done by the Lincoln Police Department. (*Omission of Information on your application is an automatic denial.*)

SIDEWALK VENDOR APPLICATION CHECKLIST

	<p>CERTIFICATE OF LIABILITY INSURANCE must be provided before a permit is issued.</p> <ul style="list-style-type: none"> • Public liability insurance in the form of a commercial comprehensive general liability policy with a minimum combined single limit of \$500,000 aggregate for any one occurrence, naming the City of Lincoln as an additional insured. The coverage herein shall be subject to review and approval by the City Attorney. • Each employee must be named as either a policy holder or as an additional insured & this must be provided with their application or the application will be returned as incomplete!
	<p>PROOF APPLICANT HAS OBTAINED AUTHORITY TO COLLECT SALES TAXES: Tax I.D. # - Must supply on application. Contact State Dept. Of Revenue at (402) 471-2971.</p>
	<p>PROPANE TANK/FUEL SOURCE: The Bureau of Fire Prevention will review all applications proposing the use of any combustible fuel.</p> <ol style="list-style-type: none"> 1) Specify type of fuel, location on cart, how fuel cylinder is to be secured to cart. 2) Type & Location of fire extinguisher (minimum 40:BC rated extinguisher required). Contact Chuck Schweitzer, Bureau of Fire Prevention at (402) 441-6441.
	<p>PHOTOS OF APPLICANT(S) - Three (3) Prints of a Full-face Photograph of Applicant taken not more than 30 days prior to the date of application must be supplied.</p>
	<p>PUSHCART/STAND/EQUIPMENT TO BE USED - Attach a Photograph or Scale Drawing of the Pushcart or Stand or Any Other Equipment to Be Used. <i>(Do not need to supply if you are the employee)</i></p>
	<p>TO OPERATE IN THE B-3 DISTRICT, YOU MUST ALSO PROVIDE THE FOLLOWING:</p> <ol style="list-style-type: none"> 1) The specific sidewalk space location for the pushcart or stand 2) A Letter from the record owner of the abutting property consenting to the applicant's use of the designated sidewalk space for applicant's pushcart or stand, or verification that the applicant IS the record owner of the abutting property. 3) If the designated sidewalk space is within 50 ft. of the property line of any building used for residential purposes, a letter from the record owner of the building consenting to the applicant's use of the designated space must be provided.
	<p>APPLICATION MUST BE SIGNED IN FRONT OF A NOTARY PUBLIC.</p>

RETURN APPLICATION, ALL ATTACHMENTS, & PAYMENT TO:

City Clerk's Office, 555 S. 10th St., Room 103, Lincoln NE 68508.

Questions? Contact Teresa Meier, City Clerk's Office, at 441-7437 or Hallie Salem, Urban Development Office, at 441-7866.

Applications are available on the City's web site at "www.lincoln.ne.gov".

MAILING ADDRESS FOR CORRESPONDENCE, ETC.				
NAME:				
STREET ADDRESS:				
CITY:		STATE:		ZIP:

LOCATION WHERE YOU WISH TO BE LOCATED IN THE B-3 DISTRICT (If not applying for B-3 District, skip to next question)				
BUSINESS NAME:				
STREET ADDRESS:				
CITY:		STATE:		ZIP:

LIST RESIDENCES FOR LAST FIVE YEARS		
FROM:	TO:	CITY & STATE:

CRIMINAL HISTORY		
Has APPLICANT ever been <u>ARRESTED/CITED</u> for anything other than a minor traffic offense? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please list the offense, approximate date, city & state. <i>(use separate sheet of paper, if necessary)</i>		
OFFENSE:	APPROX. DATE:	CITY & STATE:
Has APPLICANT ever been <u>CONVICTED</u> of an offense other than a minor traffic offense? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please list the offense, approximate date, city & state. <i>(use separate sheet of paper, if necessary)</i>		
OFFENSE:	APPROX. DATE:	CITY & STATE:

PLEASE DESCRIBE ITEMS TO BE SOLD. <i>IN DETAIL</i>

IF FOOD ITEMS. PLEASE CHECK THE APPROPRIATE TYPE:

<input type="checkbox"/>	Potentially hazardous foods cooked to serve, such as hot dogs, and hamburgers, or handled to serve such as scooped ice cream.
<input type="checkbox"/>	Non-potentially hazardous foods, prepared/packaged on site such as popcorn, cotton candy, snow cones, and dispensed beverages.
<input type="checkbox"/>	Non-potentially hazardous foods, prepackaged, such as wrapped baked goods and soda in cups with lids.
<input type="checkbox"/>	Prepackaged potentially hazardous foods that must be kept hot or cold, such as sandwiches, ice cream bars, packaged hot dogs, etc.
<input type="checkbox"/>	Non-potentially hazardous foods prepackaged single service snack items such as bottled/canned beverages, candy bars, and bagged chips.
<input type="checkbox"/>	Fresh produce, whole uncut fruits and vegetables.

DAYS & HOURS OF OPERATION

DAY	OPEN	CLOSE	DAY	OPEN	CLOSE	DAY	OPEN	CLOSE	DAY	OPEN	CLOSE
Mon.			Wed.			Fri			Sun.		
Tues.			Thurs.			Sat.					

WILL THERE BE USE OF ANY COMBUSTIBLE FUEL?

Yes No

If **YES**, please specify the type to be used: _____

PLEASE GIVE THE LOCATION ON THE CART OR STAND WHERE THE FIRE EXTINGUISHER IS TO BE LOCATED (Min. 40:BC rated fire extinguisher required):

--

ATTACHMENT CHECKLIST

HAVE YOU ATTACHED THE FOLLOWING ...	YES
THREE (3) prints of a full-face photograph of Applicant	
PHOTOGRAPH (or Scale Drawing) of the Pushcart and/or any other equipment to be used. <i>(Do not need to supply if you are the <u>employee</u>)</i>	
FEES: \$50.00 Annual Permit Fee for each applicant & \$50.00 Annual Occupation Tax for each cart. If cart is already licensed & you are applying as an employee, it is just a \$50.00 Annual Permit Fee.	
CERTIFICATE OF LIABILITY INSURANCE. If applying as the employee, you must be listed on the Certificate of Liability Insurance as an Additional Insured & provide a Certificate.	
PROOF APPLICANT HAS OBTAINED AUTHORITY TO COLLECT SALES TAXES	

REVIEWING ACTION - OFFICE USE ONLY			
DEPARTMENT	APPROVED / DENIED	SIGNATURE	DATE
Public Works - Sidewalk Inspector:			
Police Dept.:			
Bureau of Fire Prevention:			
Health Dept.:			
Urban Development Dept.:			
Planning & Urban Design:			
Building & Safety Dept.:			

COMMENTS