



MOBILE VENDING LOCATION PERMIT APPLICATION SUBMITTAL CHECKLIST

Project #: _____ (for use by City Staff)	
This submittal checklist is provided for your use as a guide in submitting a complete application to the City of South Lake Tahoe. Please bring your completed checklist with you when you submit your planning permit application. This checklist will then be used to ensure that all materials are included in a submittal package before it is accepted for review. Acceptance of an application does not imply approval. However, it will enable the City to perform an efficient and comprehensive review if all items on this checklist are included. Additional information may be requested as part of the project review/plan check process. Incomplete submittals will cause delays in the application review process.	
In general, the plans should be: <ul style="list-style-type: none"> • Clearly delineated, showing all existing and new construction • Drawn to scale and fully dimensioned • Clear and legible; illegible plans will not be accepted 	
TO BE COMPLETED BY THE APPLICANT	
Project address: _____	
Parcel APN: _____	
Application Documents <ul style="list-style-type: none"> <input type="checkbox"/> Complete City Application form with property owner authorization <input type="checkbox"/> Applicable City Fees <input type="checkbox"/> Written Project Description <input type="checkbox"/> Explicit written permission from the property owner for mobile vending activities to occur on site <input type="checkbox"/> Plan Set <input type="checkbox"/> TRPA Land Capability and Coverage Verification if new coverage (paving) is proposed <input type="checkbox"/> Provide a digital copy of all application documents on a CD or thumb drive 	
Plan Set <ul style="list-style-type: none"> <input type="checkbox"/> Three complete full size sets (minimum size:18" X24") <input type="checkbox"/> One reduced set plans and one set in PDF format (on a CD or thumb drive) 	
Title Page containing: <ul style="list-style-type: none"> <input type="checkbox"/> Project name & address, as well as project owner's name, address and phone number <input type="checkbox"/> Assessor Parcel Number (APN) <input type="checkbox"/> Name, title, address, phone number of design professional or plan preparer <input type="checkbox"/> Project, Business or Tenant name <input type="checkbox"/> Scale used for drawing <input type="checkbox"/> Vicinity map identifying the subject property, the adjoining streets, and the major streets in the surrounding area of the site and North arrow 	Plan Sheet # _____
Site Plan containing all applicable: <ul style="list-style-type: none"> <input type="checkbox"/> Full parcel(s) with all property lines, dimensions, adjacent street names, and all recorded easements <input type="checkbox"/> Existing building/structure footprints (labeled with square footage) <input type="checkbox"/> Decks, porches, balconies, accessory structures, walls, fences, patios, trash enclosures, freestanding signs, outdoor dining areas, outdoor storage areas, and any other onsite structures and facilities <input type="checkbox"/> Existing driveways, parking areas, sidewalks, walkways, and other paved surfaces <input type="checkbox"/> All natural features such as rock outcroppings, watercourses, drainages, etc. 	Plan Sheet # _____

- Proposed mobile vending locations(s) and dimensions of each area
- Surface type for all hard/paved surfaces
- Location of all existing and proposed exterior lighting
- North arrow and scale
- If new land coverage (paving) is proposed:
 - Land Capability District boundaries
 - Identified removed, relocated or proposed new coverage
 - Existing and proposed land coverage calculations with breakdown of type of coverage (buildings, paving, compacted dirt, etc.)
 - Stream Environment Zone (SEZ) and Backshore boundaries, and required setbacks
 - All trees greater than 6" proposed for removal

Project Description containing all applicable information below:

- Description of existing uses on the property including the floor area dedicated to each use, existing use hours of operation
- Description of existing vehicle ingress/egress locations
- Description of existing number of legally existing parking spaces and ADA parking spaces
- Description of proposed mobile vending operations including:
 - Proposed number of mobile vendor spots
 - Proposed mobile vending days and hours
 - Indication of proposed mobile vendor spots (i.e. existing pavement, within an unrequired parking spot, distance from driveways and vehicle travelways, existing lighting, distance from pedestrian walkways, etc.)
- Description of proposed new coverage (paving) if applicable
- Description and location (address) of any restaurants within 200 feet of the proposed Mobile Vending Location property lines
- Refuse and Recycling Management Plan
- Circulation Management Plan (Vehicle and Pedestrian)
- Mobile Vending operational plan including customer queuing, on site food consumption areas, nighttime operations, etc.
- Description of restroom access to be provided to mobile vending employees and patrons
- Any additional information to assist in reviewing the application for compliance with City Council Ordinance 2019-1127

I verify that I am submitting all the required materials on this checklist and I acknowledge that failure to comply with these requirements may result in my application not being accepted and/or may extend the length of time needed to review the project.

Applicant's Name (Print): _____

Signature: _____ **Date:** _____