



## Community Services Department Planning Division Zoning Supplemental Information

PLEASE ANSWER ALL QUESTIONS, INCOMPLETE INFORMATION COULD DELAY APPROVAL

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

Business License Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

1. What was the previous use of the property? (If Known) \_\_\_\_\_

2. Name of the previous tenant: (If Known) \_\_\_\_\_

3. Will there be any changes to the interior of the building? ☐ Yes ☐ No

4. Will there be any changes to the exterior of the building? ☐ Yes ☐ No

If yes to any of the above questions, a permit will be required.

5. What will be the days and hours of operation?

Days: \_\_\_\_\_ Hours Per Week: \_\_\_\_\_

6. How many employees will be at the site? \_\_\_\_\_

7. How many off-street parking spaces will be provided? \_\_\_\_\_

8. What is the gross interior floor area? \_\_\_\_\_

Of that space, how many interior square feet will be dedicated for the following uses:

Retail Sales \_\_\_\_\_ Square Feet Storage \_\_\_\_\_ Square Feet

Office \_\_\_\_\_ Square Feet Manufacturing \_\_\_\_\_ Square Feet

Other \_\_\_\_\_ Square Feet

If "Other", please explain: \_\_\_\_\_

9. Will there be any outdoor activity or storage use? ☐ Yes ☐ No; If Yes, please describe: \_\_\_\_\_

10. What materials or equipment will be used and/or stored on the property? \_\_\_\_\_

11. Will hazardous, toxic or flammable substances be stored on the property? ☐ Yes ☐ No

If Yes, please describe the substances: \_\_\_\_\_

12. Does the property have an outdoor enclosure for solid waste and recycling containers? ☐ Yes ☐ No

If No, where will solid waste and recycling containers be stored? \_\_\_\_\_

13. Will there be deliveries to and/or from your business? ☐ Yes ☐ No

If Yes, how many deliveries daily? \_\_\_\_\_

When and what days will deliveries occur? Days \_\_\_\_\_ Hours \_\_\_\_\_

Note: All signs must comply with Sparks Municipal Code 20.56.

The information contained above is true and correct to the best of my knowledge.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### STAFF ONLY

Use as Defined in SMC 20.08

Permitted Use

☐ Yes ☐ No

Use Standards

☐ Yes ☐ No

Conditional Use Required

☐ Yes ☐ No

Administrative Review

☐ Yes ☐ No

**Approved**

☐ **Yes** ☐ **No**

Zoning District \_\_\_\_\_

Staff Comments: \_\_\_\_\_



**Community Services Department – Planning Division**  
**Mobile Vendor Supplemental Information**

PLEASE ANSWER ALL QUESTIONS. INCOMPLETE INFORMATION COULD DELAY APPROVAL.

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

**Servicing Area (Depot) Address:** \_\_\_\_\_

**Storage Address:** \_\_\_\_\_

**Describe the proposed mobile vending business:** \_\_\_\_\_

\_\_\_\_\_

**Operating Address(s):** List the addresses where the mobile vendor will transact business and provide written permission from the property owner to use the site.

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

Address 3: \_\_\_\_\_

Address 4: \_\_\_\_\_

1. Is a food establishment located within 300 feet of the site(s) the mobile vendor will operate? ☐ Yes ☐ No
2. Will the mobile vending operations broadcast music while stopped or parked or use strobe lights or other similar devices? ☐ Yes ☐ No
3. Will the mobile vending operations interfere with the circulation or parking vehicles at the site(s) the mobile vending business will operate? ☐ Yes ☐ No

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**STAFF ONLY**

**Servicing Area (Depot) Location:** Parcel # \_\_\_\_\_ Zoning District: \_\_\_\_\_

**Storage Location:** Parcel # \_\_\_\_\_ Zoning District: \_\_\_\_\_

**Staff Comments:** \_\_\_\_\_

\_\_\_\_\_

Approved ☐ Denied ☐

Planner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## MOBILE VENDOR STANDARDS

All Mobile Vendor businesses shall comply with the following section of the zoning ordinance (Title 20, Sparks Municipal Code), which governs the operation of Mobile Vendors in the City of Sparks. All Mobile Vendors must comply with the standards listed in the ordinance and no business license will be issued for any Mobile Vendor business which, in the opinion of the zoning administrator, would violate any of these standards. If the administrator determines that the holder of a business license for mobile vending is violating any of these conditions, he may revoke the permit upon ten (10) day written notice.

### **Section 20.03.029 Mobile Vendors**

A. **Applicability** This section applies to any mobile vendor as defined in Chapter 20.8, including:

- Mobile food vendor
- Mobile vending cart
- Mobile vending trailer
- Mobile vending vehicle
- Mobile vendor

B. **Standards for Permanent Vendors.** Mobile vending is permitted on a permanent basis by complying with the following conditions:

1. Mobile vendors must have a City of Sparks business license.
2. Transaction of business shall only occur on private property; mobile vendors may only transact business with written permission from the property owner to use this site.
3. Mobile vendors shall not transact business on a site for a period longer than four hours per day unless otherwise permitted by this section.
4. Mobile food vendors shall not locate within 300 feet of an establishment selling taxable food (as defined in NRS 372.284 as may be amended) during the establishment's hours of operation. This distance is measured from the closest point of the building of the food establishment to the mobile vendor.
5. Mobile vendors shall designate a legally permitted clean-out location for mobile vending vehicles, trailers or carts prior to issuance of a business license. Clean out shall only occur at the designated location.
6. Any mobile vending vehicle, trailer or cart shall not be stored on residential property.
7. Mobile vendors are not allowed to use residential property for stocking and loading food.
8. Mobile vendors shall not interfere with the circulation or parking of vehicles in the required parking area of any site.
9. Mobile vendors shall not interfere with the safe and convenient passage of pedestrians, obstruct any pedestrian walkway or reduce its clear width to less than four feet.
10. Mobile vendors shall provide a venue free from excessive noise. Mobile vendors shall not broadcast any music while stopped or parked.
11. Use of strobe lights or other similar devices aimed at directing attention to the mobile vending business is prohibited.
12. Mobile vendors shall keep setup sites free from trash, garbage or other refuse.
13. Mobile vendors shall provide appropriate trash receptacles for their customers' use. The receptacles shall move from place to place with the vendor and shall be emptied as necessary.

**C. Standards for Temporary Vendors.**

1. Mobile vending may be permitted on a temporary basis by applying for a temporary use permit at least seven days prior to the proposed mobile vending, accompanied by an inspection fee as established by resolution of the City Council.
2. The Administrator may issue the temporary use permit subject to any conditions necessary to safeguard the public health, safety, and welfare, and may require a bond or other surety to guarantee that those conditions are met and that the site of the mobile vending is left in good condition when the mobile vending is over.

**Mobile Vendor Standards Acknowledgement**

I have read the standards for mobile vendors in SMC 20.03.029 and understand that I must meet and comply with these standards. I certify that the information contained in the application is true and correct to the best of my knowledge.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_