

**CITY OF ATLANTA
2015 PUBLIC RIGHT OF WAY
VENDING APPLICATION PACKET**



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Public Right of Way Vending

Chapter 30, Article XXIII (23) of the City of Atlanta Code of Ordinances provides for vending in approved locations within the general right of way. Operating a vending cart or vending from a kiosk requires a permit from the City of Atlanta Office of Revenue, and it is unlawful to sell any goods or services on any public sidewalk or in any kiosk without a permit. Each individual location requires a separate permit.

To receive a Public Right of Way Vending Permit, applicants must use the following process:

- 1) Applicant must complete a Public Right of Way Vending Application and submit the application to the City of Atlanta Office of Revenue located in City Hall Suite 1350 (first floor), 55 Trinity Avenue, SW. **Initial applications must be filed in person.**

A complete application pack should include the following (see page 9 for full list of application requirements):

- \$145 non-refundable permit and application fees – payable by certified check, money order or cashier’s check
- Valid Business License and Tax ID
Note: For Cart and Kiosk Vendors, a separate Business License is required for each individual vending location.
- *For cart vendors only, pictures or drawings and dimensions of proposed vending cart must be submitted to confirm the cart meets specifications set forward in City ordinance. If the vendor does not already own the cart, proof of purchase/intent to purchase must also be submitted.*
- *For designated food cart locations only, a valid permit through the Fulton County Department of Health and Wellness, Environmental Health Services Division.*

- *For kiosk locations only, \$2500 maintenance fee must also be submitted at the time the application is submitted. If you are not able to complete the permitting process or are not ultimately awarded a kiosk permit, the \$2500 fee is fully refundable.*
- 2) Following approval of the application package by the Office of Revenue, the applicant must complete a background check and be fingerprinted by the Atlanta Police Department (APD) Office of Licensing & Permits, located at 3493 Donald Lee Hollowell Pkwy, NW.

Note: background checks must be completed within 30 calendar days of application filing date or application will be deemed invalid.

- 3) Pending a satisfactory completion of the Background Check with APD, the applicant will receive a valid vending permit from Atlanta Police Department, and the vendor is eligible to vend at the designated location.

Please note the following:

- *Only vendors awarded locations in the City's Right of Way Public Vending Lottery may submit a vending permit application.*
- *The city's vending permit year runs from March 1st to February 28th. Permits issued after March 1st must be renewed prior to February 28th the following year. Application fees are not prorated.*
- *Renewal permit applications must be submitted by March 1st and completed by March 15th.*

The permit application can be found on page 28 of this document.

Vending Fees

Permit application fee for vending from an approved cart or kiosk: **\$75/year**

Criminal background check fee: **\$50/year**

Fingerprint fee: **\$20/year**

Finger printing fees are only required at time of original submission; not required for renewal process

Maintenance fee for vending from a City of Atlanta kiosk: **\$2,500/year***

All application and maintenance fees, including: permit, criminal background check, fingerprinting, and maintenance fees must be paid in full at the time an application is submitted.

All application fees – including background check and fingerprinting – are non-refundable. Maintenance fees are refundable if the application process is not completed and/or a permit is not ultimately issued.

The vending permit year begins on March 1st; at that time, all vendors must complete the renewal process and pay the associated application fees (\$125) and maintenance fees (\$2500).

All associated fees reflect the charge per application. If you are applying for more than one location, separate applications and associated payments must be filed with the Office of Revenue.

Per City ordinance, disabled veterans and blind persons are exempt from paying application fees. This does not include maintenance fees.

** Only those businesses vending out of a City-owned kiosk are subject to maintenance fees in addition to fees associated with permit application, background check and finger printing.*

Approved Items Allowable for Sale

Pre-approved items allowable for sale from a vending cart or a kiosk include:

1. Tourist or traveler convenience items:

- Weather-related supplies: umbrellas, scarves, hats, gloves, ponchos
- Convenience toiletries such as toothpaste, toothbrushes, hand soap, etc.
- Over-the-counter medicines such as aspirin, ibuprofen, antacid, etc.
- Cell phone accessories such as chargers, batteries, minute cards, etc.
- 3rd-party produced souvenirs celebrating Atlanta landmarks, institutions, or other city icons

2. Third Party published, non-explicit materials: periodicals, newspapers, maps

3. Non-alcoholic Beverages – water and other beverages, plastic or aluminum sealed single serve containers (no glass)

4. Food:

- Single serve sealed package foods (candy, popsicles, chips/bagged snacks);
- Foods that must be heated or prepared on site (must obtain permit and conform to Fulton County Health Department regulations)
- Non-alcoholic beverages only (see item 3)
- Vendors operating from designated “food cart locations” may also vend prepared food and beverages, as permitted by Fulton County Health Dept.

5. Spirit Merchandise

- Licensed brand merchandise or merchandise branded with Atlanta, sport teams, or iconic Atlanta institutions
- Must obtain full approvals of organization for merchandise sold; proof of agreement will be required at time of permitting and must be maintained on site at vending location
- Allowable merchandise limited to: shirts, hats, scarves, gloves

6. Cut Flowers, single-stem or bunched

7. Seasonal and Holiday items

If the item or service does not conform (e.g. tobacco products, lottery tickets, handbags, jewelry, hair, incense, apparel that is not classified as “spirit merchandise” or “weather-related merchandise”), it shall be considered prohibited for sale by public right of way vendors. Vending these prohibited items will be considered a citable offense.

Public Lottery Process: Obtaining Approval to Apply for Vending Permit

For all vendors interested in obtaining a Public Right of Way Vending Permit:

The City of Atlanta will issue permits for available kiosk and public right of way locations through a lottery process. Each location will have a separate lottery. The purpose of the lottery system is to create an equitable process for assigning locations to vendors. To ensure fairness of results, the lottery system will be managed by an outside third party organization. The process for requesting a location is as follows:

1. Once locations are deemed available through legislation passed by the Atlanta City Council or at the end of a permit year, the Office of Planning will **contact vendors one week prior to the lottery and notify them of the available locations**; additional public notification/advertising is also provided.
Note: to ensure that the Office of Planning has the correct information on file, vendors are encouraged to contact the Office of Planning at vending@atlantaga.gov to ensure the appropriate contact details are on file.
2. To be entered into the lottery for a particular location, the vendor should **contact the Office of Planning and ask to be added to the Lottery Participation list. A list of currently available locations will be available through this Office.**
3. The deadline for registering for the lottery is **72 hours prior to the date and time of the lottery**. **Vendors who do not register before the deadline will not be able to participate.**
4. An objective third party organization will conduct the lotteries for each individual location, choosing one vendor at random out of the list of vendors that have shown up in person on the day of the lottery. **The vendor must be present or have an approved designee on site for selection.** There will be no time allocated to use a substitute to call the vendor and determine the preferred site selection.
5. There will be an independent lottery held for each of the available sites. Using a random number generation methodology, a vendor and 5 alternates will be chosen for each lottery location. The vendor who is chosen will have the opportunity to select a location from a list of available sites.

Note: *Once a vendor has been awarded a max of 10% of the available vending locations (including any current permitted locations), that vendor will be removed from the lottery process for remaining sites.*

6. At the conclusion of the lottery, each site will have been assigned a winner and alternates. Vendors awarded locations will begin the application process with the City of Atlanta Office of Revenue, and will be granted the site after the application process has been completed and the permit has been approved. **If a vendor does not complete the application process within a 30 day period or is not approved for a vending permit, the vendor will lose rights to vend from that location** and the location will be offered to the next alternate vendor on the list.
7. If locations remain open at the end of the lottery, those locations will be held until the next lottery which will take place the subsequent year.
8. The lottery will be held on an annual basis to release any available locations including newly added locations and locations not renewed by prior vendor.
9. Permits must be **renewed annually**.
10. No single vendor may be **awarded more than 10% of the total number of public right of way vending locations** designated within the City.

Vending Permit Application Requirements

Chapter 30, Article XXIII (23) of the City of Atlanta Code of Ordinances requires that the following materials must be submitted as a part of the Vending Permit application process:

- Applicant's name and current address
- Applicant's previous addresses within the last five years
- Social security number
- Valid Vending location designated pursuant to Sec. 30-1427 of the Atlanta Code of Ordinances
- A site plan that clearly shows the cart dimensions and cart placement on the sidewalk and the Operating Area (*cart vendors only*). Sidewalk width dimensions should also be provided to ensure minimum pedestrian clearance requirements are being met. The site plan may be hand drawn but must be to scale.
- The exact times during which the Vendor intends to vend on the proposed property
- GDOR retail identification tax number (Sales Tax ID number)
- State issued picture identification
- City business license
- Description of the items permissible for sale to be sold or offered for sale at vending location
- Valid Health Permit from the Fulton County Dept of Health & Wellness or the GA State Department of Agriculture (*designated food cart vendors only*)
- Valid licensing agreement authorizing the Vendor to engage in sales of licensed branded merchandise (*if applicable*)

All application requirements must be submitted to the Office of Revenue within thirty (30) days from the date of request. Failure to provide requested information within 30 days will result in automatic dismissal of the application.

Site Requirements for Vending Carts

Vending can only take place in the location permitted for and assigned by the City of Atlanta, and should follow the following site requirements:

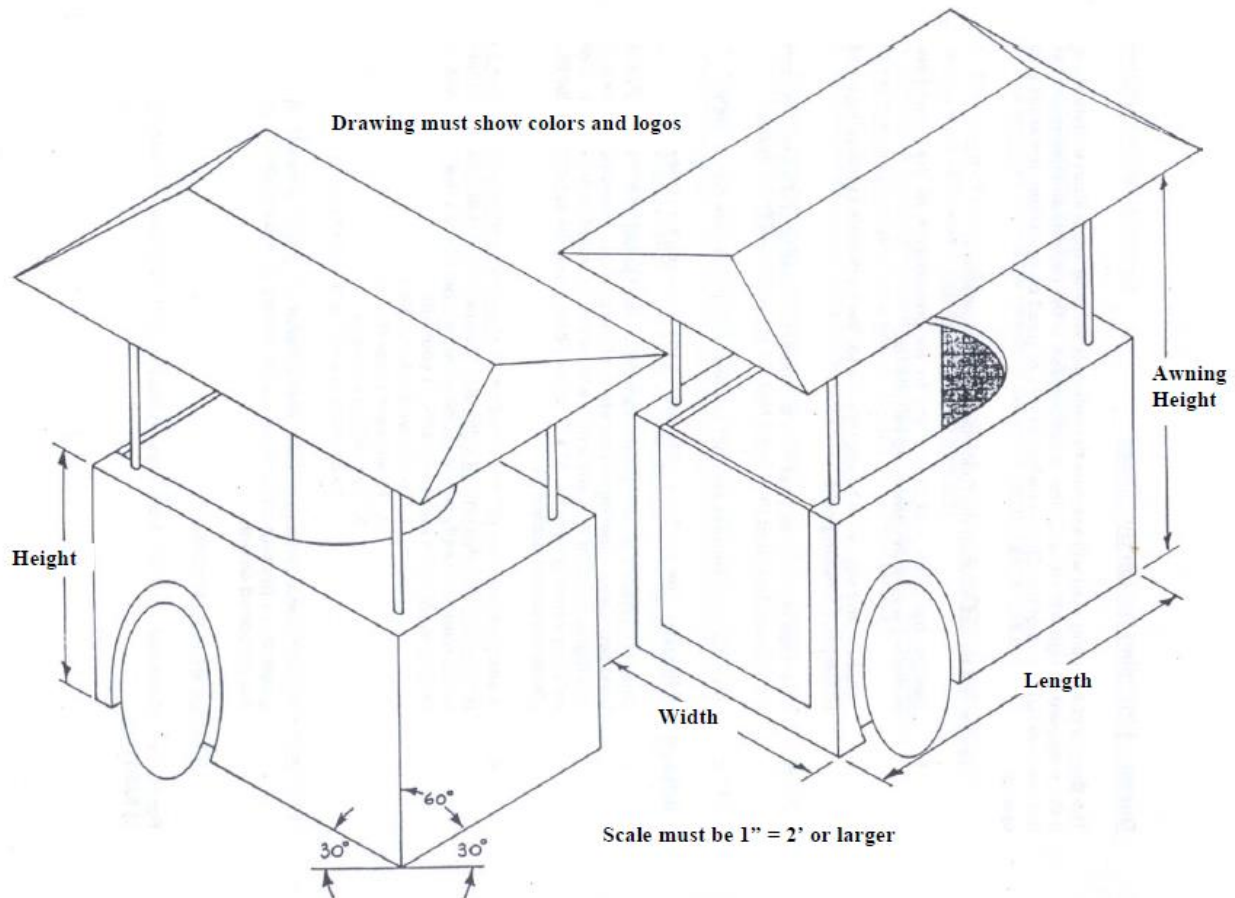
1. No vending may occur from midnight (12:00 a.m.) to 7:00 a.m.;
2. Operating area shall not exceed 28 square feet of sidewalk , including the area of the vending cart, and, when externally located, the operator and trash receptacle;
3. Vending cannot occur within 15 feet of street intersection/pedestrian walkway, 15 feet of building entrance/exit or 50 feet of hotel/motel;
4. Vending cannot occur within 15 feet of other vending locations;
5. Vending cannot occur within 200 feet of permanent business selling same or similar product;
6. There must be a minimum of 5 feet unobstructed pedestrian space;
7. No vending location shall be within 15 feet of a fire hydrant;
8. No vending location shall be within 600 feet of the closest property line of any public or private elementary, middle or high school;
9. Vending operations cannot obstruct vehicular traffic flow, except for up to 15 minutes to load and unload vending stations and vending merchandise;
10. Individuals engaged in food vending must provide access to litter and recycling receptacles which shall be maintained and emptied regularly (not into City trashcans);
11. Vendors may not leave the vending cart unattended on a sidewalk, or allow a vending cart to remain on the sidewalk between midnight (12:00 a.m.) and 7:00 a.m.;
12. Vendors must vend from their designated locations during the timeframes stated in the vending application packet.

Design Requirements for Vending Carts

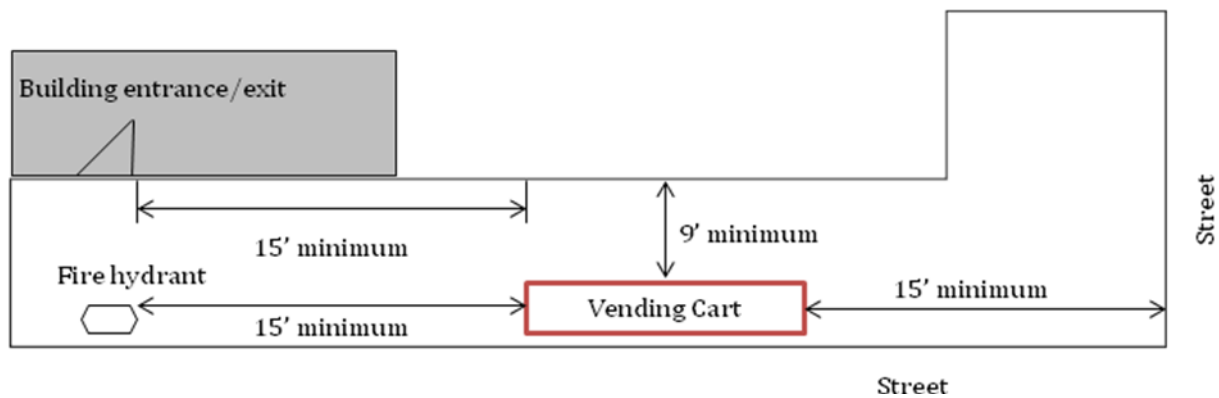
1. Vending will be permitted only from official kiosks and carts that meet standards outlined in ordinance 13-O-1339 and this application packet. Other than in official kiosks, vending will be prohibited from tables, semi-permanent or permanent structures.
2. All carts/signage must publicly display valid permit and applicable licenses.
3. A dimensional drawing (example on next page) and site plan that makes clear the footprint and placement of the cart must be included in the permit application. These drawings are subject to approval by City *prior* to permit issuance. (For existing vending devices, 5" x 7" color photos may be provided in addition to the above-described drawing.)
4. All items must be sold from vending cart; specific size requirements and standard design for all carts are as follows:
 - Operating area cannot exceed 28 square feet of sidewalk , including the area of the vending cart, and, when externally located, the operator and trash receptacle;
 - Length of the cart cannot exceed seven (7) feet;
 - Width of the cart cannot exceed four (4) feet;
 - Height - excluding canopies, umbrellas, or transparent enclosures - cannot exceed five (5) feet;
 - Umbrellas or canopies shall have a minimum clearance of seven (7) feet and a maximum height of nine feet six inches (9' 6") above the sidewalk;
 - Umbrellas or canopies not to exceed forty-eight square feet (8 ft by 6 ft);
 - All carts must be mobile, and able to roll on wheels;
 - Design, materials ,and colors are to be of high quality (natural wood or metal products) and considerate of the immediate surroundings of the proposed location;
 - Materials must be in a good state of repair (working order, no peeling paint, no visible defects or areas requiring maintenance);
 - Wheels located under the cart are preferred (such as casters), projecting wheels must have fenders;
 - Hitches attached to cart must be removable and detached when in operation;
 - If used, propane tanks should be enclosed.

Example of Dimensional Cart Drawing

Note: this particular drawing does not reflect a required design or configuration



Example of Site Plan Drawing



See Appendix A for a list of known cart manufacturers

The Do's Examples of Well Crafted Carts



- umbrella
- high-quality wood materials
- spoke wheels



- canopy
- well-crafted, creative design
- caster wheels



- spacious cart holds all equipment
- caster wheels



- umbrella
- fenders
- spoke wheels that sit tightly up against cart



- playful graphics
- caster wheels



- canopy
- propane tank contained within cart
- high-quality construction
- spoke wheels

The Don'ts Examples of Design Features that are Discouraged



- Propane tank not enclosed
- hitch has not been removed



- accessory equipment on sidewalk



- poorly crafted design and low-quality materials
- vehicle-type wheels



- vehicle-type wheel
- tail light has not been removed



- accessory equipment on separate shelving unit outside cart
- propane tank on sidewalk



- grill is separately attached and not contained within cart

Point of Sale System Requirement

All vendors are required to have auditable point-of-sale system to track and report on sales revenue and appropriate taxation in compliance with State law. This requirement allows the City to fairly and consistently apply state law and reliably collect and account for tax revenues. See Appendix B for details surrounding point of sale systems.

See Appendix C for a list of known point of sale systems

Enforcement of Policy and Revocation of Permit

Failure to comply with any provisions of the ordinance that result in the finding of a violation will be penalized, as follows:

- **First violation:** fine of up to \$100
- **Second violation:** minimum fine of \$100, up to \$1000 and/or suspension, up to revocation of permit
- **Third violation** within a 24 month period: revocation of permit

Any appeals against APD enforcement will be managed through existing License Review Board (LRB) procedures. More information on LRB procedures can be found at [City of Atlanta Code Section 30-26].

Appendix A

FAQs

What are the City's plans to expand the number of designated vending cart locations as part of the Public Property Vending program?

The City is actively engaged in a strategy to expand the number of designated locations for the vending cart program – allowing merchandise vendors and food carts more opportunities to vend. We are currently accepting requests from vendors for the City to examine potential locations for expansion.

Once a critical mass of locations (5-10) have been submitted and vetted, we will proceed with the subsequent phase of the program, including approving the locations through legislation and conducting a public lottery.

All requests for new locations should be submitted to the Office of Planning, located on the 3rd floor of City Hall in Suite 3350. The Office of Planning can be contacted by phone (404) 330-6145 or by email at vending@atlantaga.gov.

Prior to submission to the Atlanta City Council for legislative approval, all locations must be vetted and approved by both the Office of Planning and the Office of Transportation.

Can I submit a request to the City to add additional locations for Public Property Vending?

Yes. All requests for expanded locations must be reviewed and approved by the Department of Planning and Community Development, Office of Planning, before they are submitted to the Atlanta City Council for legislative approval. Requests should be sent to vending@atlantaga.gov.

What is the difference between the Right of Way Vending policy and the City's Public Property Food Truck policy?

The Right of Way vending policy is intended to regulate vending from the City's sidewalks and City owned kiosks.

The City's Public Property Food Truck Ordinance has been designed for motorized food trucks which must park in the City's right of way (e.g. not on sidewalks). To protect the

safety of the public and the safety of the vendors, only motorized vehicles may participate, which meet the criteria set by Fulton County Department of Health and Wellness in the Movable Food Service Unit regulations.

Do I have to apply for my vending permit in person?

Yes. During the initial phase of the program, all vending permit applications will need to be completed in person at the Office of Revenue. In the future, we hope to move this process online and allow for electronic applications and renewals.

Do I have to complete a background check and finger printing every year?

A background check must be completed by the Atlanta Police Department's Licensing & Permits unit is required for all permit renewals. Finger printing is only required for initial permits.

Do staff who are working in and/or operating a vending cart or kiosk need to be permitted through the City of Atlanta?

No. Only the operator of the cart or kiosk must be permitted; however, the permitted operator is solely responsible and liable for the operations of the permitted location. If a violation occurs when a staff member who is not permitted is working or operating the cart or kiosk, the permitted operator will be cited.

Who enforces the City's Right of Way Vending Ordinance?

The City's Right of Way Vending Ordinance is monitored and enforced by the Atlanta Police Department.

Business license and tax violations will be enforced by the Office of Revenue in partnership with the Police Department.

How does the lottery process work?

Please see Page 7 of the application packet for more detail.

What is the deadline for entering the lottery?

Individuals or businesses interested in entering a lottery, must submit their names to the Office of Revenue a minimum of 72 hours in advance of the lottery.

Vendors must be present or have an approved designee on site for selection. There will be no time allocated to use a substitute to call the vendor and determine the preferred site selection.

How often are lotteries held?

There is no predetermined schedule for vending lotteries. All lotteries will be conducted based on demand, once there are a critical number of available locations to issue (ideally 5-10). At a minimum, there will be a lottery at the start of the vending year to release any previously permitted vending locations where the prior vendor does not renew.

Once a lottery date is set, all vendors who have submitted their contact details to the City will be notified two weeks prior to the date of the lottery.

Do I need multiple Vending Permits or Business Licenses to vend from multiple locations?

Yes. If you are vending from multiple designated locations, a separate business licensing and Public Right of Way permit are required for each location.

What are the responsibilities of the City to maintain City-owned kiosks?

The \$2500 annual maintenance fee ensures that the City of Atlanta will be responsible for maintaining City owned kiosks in the original state of repair. This includes maintenance needs such as electrical or lighting problems, painting and general repairs to the *exterior* of the kiosk. The City will also cover electricity costs of kiosks.

Vendors are responsible for maintaining the locks on all kiosks and ensuring the kiosks are in a good state of repair. The City of Atlanta is not liable for any damage to or theft of vending merchandise caused by a break-in or other malfunction of kiosks locks.

If there are questions regarding electricity costs, please contact Katrina Taylor Parks at (404) 330-6365.

If there are general maintenance issues in your kiosk, please contact the Office of Enterprise Asset Management at (404) 330-6225.

Who will pay for the electricity for City owned kiosks?

Electricity in city owned kiosks will be paid for by the City of Atlanta as part of the \$2500 maintenance fee.

What happens if I can't pay the necessary application and maintenance needs at the start of the fiscal year?

To receive a valid vending permit, all vendors must pay the full amount of application (\$145) and maintenance fees (\$2500, kiosk vendors only) at the time of application.

Vendors who are not able to pay all fees at the time of application (within 30 days of the location being awarded), will have their location returned to the lottery or released to an alternate vendor.

Once I am awarded a location in a vending lottery, how long do I retain access to the location?

Once awarded, vendors who remain in good standing with the City and complete all permit renewal processes (including payment of fees) on time, will retain the rights to their designated locations.

IF a vendor does not complete the necessary process to renew their permit by March 15th, or if the vendor is not in good standing with the City, the vendor will forfeit their rights to the vending location and it will be returned to the lottery.

What are the deadlines for payment?

To receive a valid vending permit, all vendors must pay the full amount of application (\$145) and maintenance fees (\$2500, kiosk vendors only) at the time of the application.

Vendors who are not able to pay all fees at this time, will have their application forfeited and the location will be returned to the lottery or released to an alternate vendor.

What are the deadlines for renewals?

Vendors must submit renewal applications no later than March 1st and must complete the process no later than March 15th.

Who do I call if I have a question about the Vending Program?

- Questions related to **permitting through the City of Atlanta:**
Office of Revenue, (404) 330-6270
- Questions related to **enforcement or to report a violation:**
Atlanta Police Department, (404) 546-4470
For any violation causing an immediate public safety threat, please call 911 to have an officer dispatched to the scene.
- Questions on **program rules, the public lottery or cart requirements:**
Department of Planning and Community Development, Office of Planning, (404) 330-6605
- To **request a new location be added to the program:**
Department of Planning and Community Development, Office of Planning, (404) 330-6605 or email at vending@atlantaga.gov.
- **Kiosk maintenance requests:**
Office of Enterprise Asset Management, (404) 330-6225

Appendix B

Known Cart Manufacturers

The City of Atlanta requires that permitted vendors operating in the public right of way vend from either official kiosks, or from vending carts. There are a number of cart manufacturers that are known to produce carts that fit the City's size and design requirements. They include:

ALL A CART Manufacturing, Inc.

2001 Courtright Road
Columbus, Ohio 43232
Nationwide: (800) 695-2278 x203
Mobile: (614) 832-2552
Fax: (614) 443-4248
Email: jjmorris@allacart.com
Web: <http://www.allacart.com>

Cart-King International Ltd

Phone: 1-877-986-7771
Email: info@cart-king.com
Web: <http://cart-king.com/>

FC Dadson in Partnership with GST Manufacturing, LTD*

4201 Janada Street
Haltom City, TX 76117
Phone: 817-520-2423 or 817-520-2320
Cell: 682-429-4014
Fax: 817-520-2323
Email: tmcgough@gstmanufacturing.com

** FC Dadson contracts with GST Manufacturing, LTD on all metal cart fabrication. To contact FC Dadson directly, please use the following details:*

*Phone: 920-757-1486 Ext. 123
920-757-1493*

Midway Stainless Fabricators

25 Montgomery St.

Hillside, NJ 07205

Phone: 908-624-9660

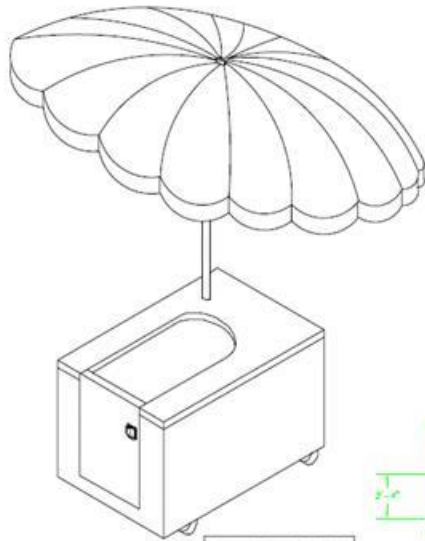
Fax: 908-624-9666

Web: www.midwaystainless.com

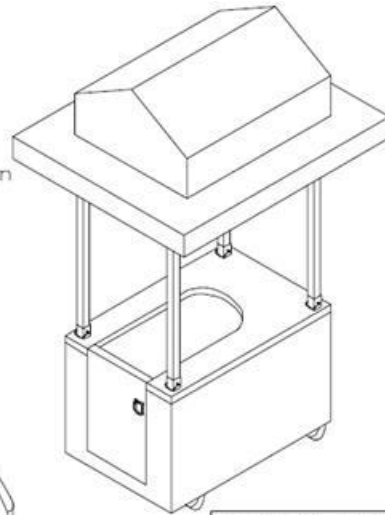
E-Mail: mikecurci@midwaystainless.com

Sample Cart Design & Pricing: Midway Stainless Fabricators

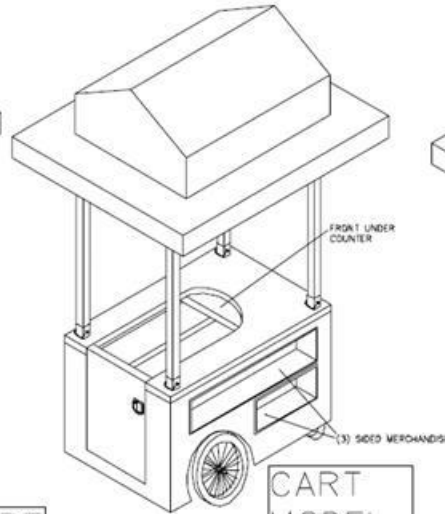
MIDWAY STAINLESS FABRICATORS
 25 MONTGOMERY ST.
 HILLSIDE, NJ 07205
 PH#908-624-9660
 FAX#908-624-9666
 WEBSITE midwaystainless.com
 E-MAIL mikecurci@midwaystainless.com



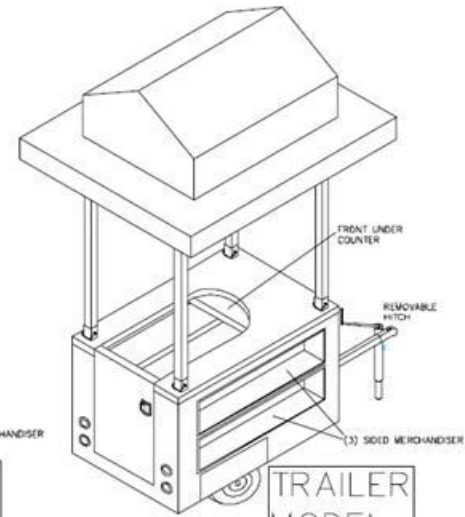
BUDGET MODEL



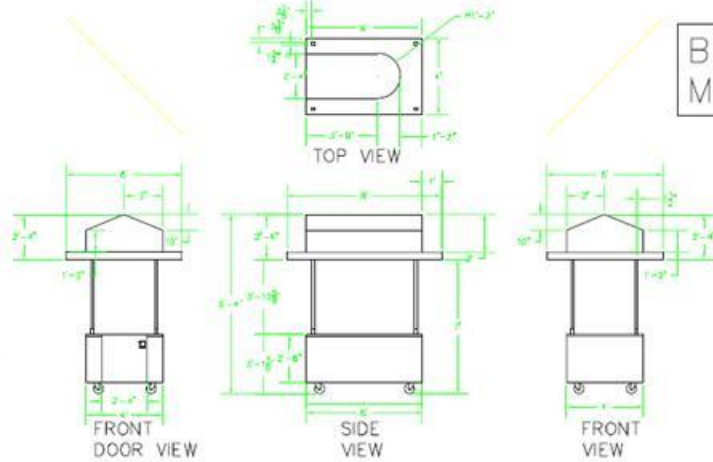
BASIC CART MODEL



CART MODEL



TRAILER MODEL



BASIC CART MODEL CAD SHOWN

- FEATURES:**
 MADE OF 100% 304 STAINLESS STEEL
 RETRACTABLE ALUMINUM AWNING
 STREET LEGAL TRAILER MODEL
 HEAVY DUTY WELDING
 ALL UNITS CAN BE GRAPHIC APPLIED
 ALL OUTDOOR NON CORROSIVE MATERIAL USED

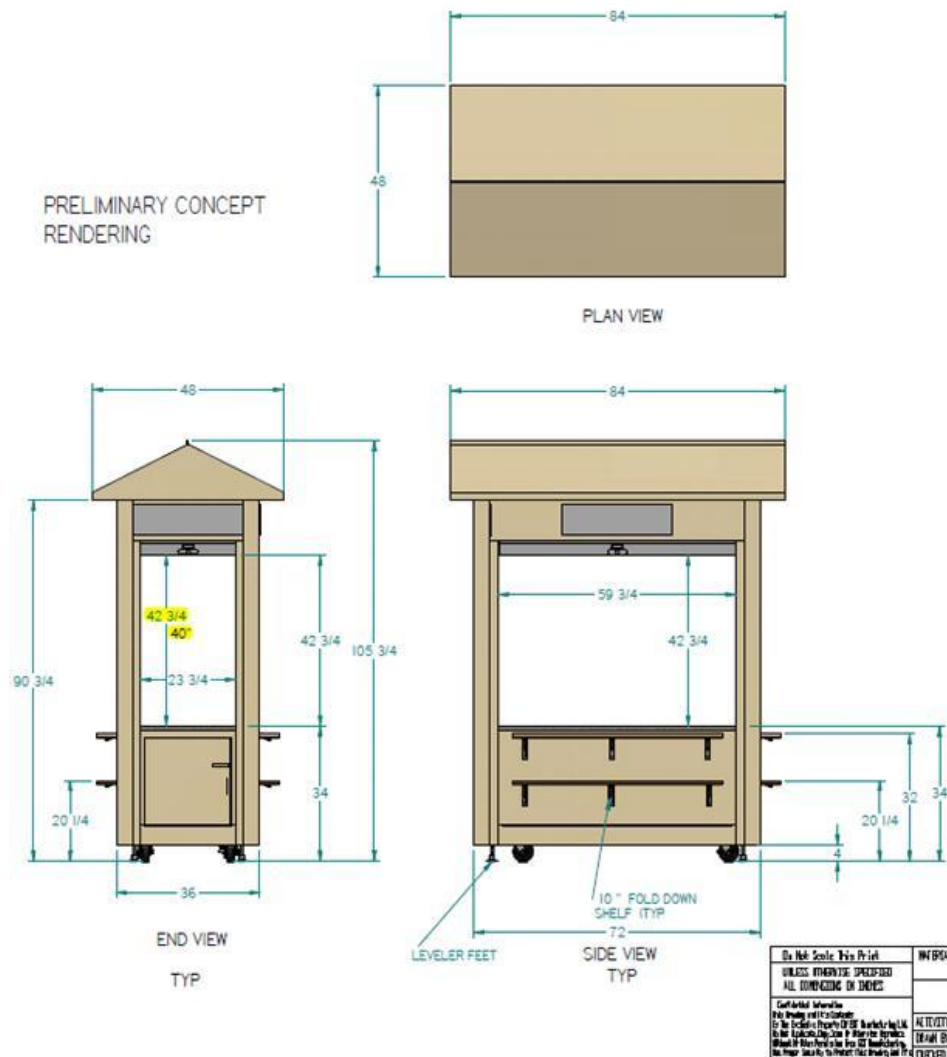
NEXT ASSN		CITY OF ATLANTA		TR (FRAMES)	
DATE				FRAC19A: 41.04"	INDIC: 20.0"
DWG BY				DEGM: 43.00"	W/TIC: 20.15mm
DWG TO	10-29-13			STREET VENDING	

Midway Stainless Cart Details:

- All metal construction made of 304 stainless steel
- Retractable aluminum awning
- Non-corrosive materials
- Powder coat using standard colors
- Pricing: \$5400-7900 depending on model; ~35% discount if carts are produced in China
- 1-2 month lead time for US produced carts; 2-4 month lead time for China produced carts

	Budget Model	Basic Model	Cart Model	Trailer Model
US Pricing	\$5,440	\$5,700	\$7,200	\$7,920
US Lead Time	1-2 months			
China Pricing	\$3,400	\$3,700	\$4,500	\$4,950
China Lead Time	2-4 months			

Sample Cart Design & Pricing: FC Dadson



FC Dadson Cart Details:

- All metal construction including aluminum roof, stainless steel base, galvanized body with metal counter top
- Powder coat using standard colors
- Includes flip up shelves and caster wheels
- Pricing: \$6,400/cart for 10+ carts ; ~\$10,000/cart if individual carts purchased
- Shipping costs are \$3,500/trip; each trip can accommodate 7 carts
Single cart delivery based on individually negotiated price
- 2 Month Lead Time

Appendix C

Known Point of Sale Systems

All vendors are required to have an auditable point-of-sale system to track and report on sales revenue and appropriate taxation in compliance with State law. There are a number of known low-cost options for point of sale systems. They include:

Square: <https://squareup.com>

Harbourtouch: <http://www.harbortouchs.com>

Shopkeep: <http://www.shopkeep.com>

Gotmerchant: <http://www.gotmerchant.com>

Guidelines: Public Property Vending Location Input

As the City of Atlanta seeks to expand its Public Right of Way Vending program, we will accept proposals from the public regarding potential new locations to be eligible for participation in the Right of Way Vending Program. **All proposals should be submitted to the City's Office of Planning, located on the 3rd Floor of City Hall in Suite 3350. Submissions may also be emailed to vending@atlantaga.gov.** If approved, the proposed vending locations will be incorporated into the program during the subsequent public lottery process. Similar to other proposed uses of the City right of way, these to have a location be considered for inclusion in the Right of Way Vending program, applicants must complete the following steps:

- Applicant gains acceptance by petition of all adjoining property owners;
- Applicant notifies the local NPU;
- Location is legislated into the new ordinance.

Please note that the City of Atlanta is not obligated to approve proposed locations.

In addition, all proposed locations must meet the following criteria, which have been validated by the applicant submitting the submission:

- Location must be located within City of Atlanta public right of way space;
 - Location is more than 15' away from street intersection/pedestrian walkway;
 - Location is more than 15' of building entrance/exit or 50 ft of hotel/motel;
 - Location is more than 15' away from a fire hydrant;
 - Location is more than 15' away from other vending locations;
 - Location is more than 200' of permanent business selling same or similar product;
 - Location is more than 600' away from the closest property line of any public or private elementary, middle or high school;
 - Location has a minimum of 5' unobstructed pedestrian space;
 - Location does not obstruct vehicular traffic flow.
-

CITY OF ATLANTA
PUBLIC RIGHT OF WAY VENDOR PERMIT
2015 APPLICATION

Application is hereby made for a revocable permit to vend in within the City of Atlanta in accordance with Chapter 30, Article XXIII (23) of the Code of the City of Atlanta.

Cart/Kiosk Applicant Name: _____

Applicant Address: _____

City: _____ State: _____ ZIP: _____

Phone # (REQUIRED): _____ Email (REQUIRED): _____

Social Security Number: _____

List all prior addresses over the past 5 years:

1) _____

2) _____

3) _____

4) _____

5) _____

Type of permit requested (KIOSK OR CART): _____

Have you previously held a City of Atlanta Public Right-of-Way Vending Permit? (circle) Yes _____ No _____

If yes, please state address of prior vending location: _____

Business License #: _____ Sales Tax #: _____

Goods/Services Sold: _____

Provide your vending times on proposed property: _____

_____ By initialing here, I am certifying that I have read the City of Atlanta requirements pertaining to vending site and design and confirm that my business will adhere to such requirements at all times.

_____ By initialing here, I am certifying that I have read the City of Atlanta requirements pertaining to point-of-sale systems and confirm that my vending business will employ such a system at all times.

Awarded Location: (i.e. Kiosk # 11, World of Coke/Aquarium, 221 Baker Street).

I shall indemnify and hold the City of Atlanta, its officers, agents and employees, free and harmless from any claims for damages to persons or property including legal fees and costs of defending any actions or suits thereon, including any appeals there from, which may be brought by third parties as a result of my activities which have been authorized by this permit.

Applicant Name (print) _____

Applicant Signature _____ Date: _____

FOR CITY STAFF USE – DO NOT COMPLETE

- | | |
|-----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Applicant name and current address | <input type="checkbox"/> Applicant previous addresses within the last five year |
| <input type="checkbox"/> Social security number | <input type="checkbox"/> Valid Vending location designated pursuant to Sec. 30-1427 of the Atlanta Code of Ordinances |
| <input type="checkbox"/> Permit #: _____ | <input type="checkbox"/> The exact times during which the Vendor intends to vend on the proposed property |
| <input type="checkbox"/> Permit Fee Receipt #: _____ | <input type="checkbox"/> Design Review: A dimensional drawing that clearly shows the footprint and placement of the cart and the Operating Area |
| <input type="checkbox"/> Business License #: _____ | <input type="checkbox"/> GDOR retail identification tax number (Sales Tax ID number) |
| <input type="checkbox"/> Application fee Receipt #: _____ | <input type="checkbox"/> Description of the items permissible for sale to be sold or offered for sale at vending location (<i>must be permissible items for sale as defined by Ordinance</i>) |
| <input type="checkbox"/> Proof of licensing agreement (if selling branded merchandise): _____ | |
| <input type="checkbox"/> APD Background Check: _____ | |
| <input type="checkbox"/> Finger Printing: _____ | |
| <input type="checkbox"/> Fire Inspection (If Food Cart): _____ | |
| <input type="checkbox"/> Health Inspection (If Food Cart): _____ | |
| <input type="checkbox"/> State issued picture identification | |

Check List Vending Application Requirements:

- Applicant name and current address
- Applicant previous addresses within the last five year
- Social security number
- Valid Vending location designated pursuant to Sec. 30-1427 of the Atlanta Code of Ordinances
- A dimensional drawing that clearly shows the footprint and placement of the cart and the Operating Area
- The exact times during which the Vendor intends to vend on the proposed property
- GDOR retail identification tax number (Sales Tax ID number)
- State issued picture identification
- City business license
- Description of the items permissible for sale to be sold or offered for sale at vending location
- Valid licensing agreement authorizing the Vendor to engage in sales of licensed branded merchandise (if applicable)