



OUTDOOR VENDOR LICENSE APPLICATION

FORM MUST BE FILLED OUT COMPLETELY & SUBMITTED WITHIN 5 WORKING DAYS PRIOR TO FIRST DAY OF PROPOSED OPERATION

Account: 1000.421040
Fee:
Bond:
Date Paid:

Type of Ownership (mark one)

Individual Partnership Corporation

PLEASE TYPE OR PRINT:

Name of Business

Permanent Business Address

Mailing Address Phone

Owners/Officers

Table with 3 columns: Name, Home Address, Phone

Representative(s) in Fort Collins

Table with 3 columns: Name, Fort Collins Address & Phone, Permanent Address & Phone

Type of operation/event:

Description of items to be sold:

Description of manner in which items will be sold (cart, table, booth, etc.)

Date of operation/event: From: To: If a mobile truck, license plate#:

Proposed hours of operation:

Location(s) for which application is made:

Signature of Applicant

Date

Instructions

1. Submit a written consent of property owner if conducting business on private property.
2. Submit proof of liability insurance if conducting business upon a public right-of-way or publicly-owned property. (If applicable)
3. Submit a surety bond in the amount of \$250.00 if you have not been previously licensed under the provisions of Chapters 15 & 23 of the City Code or own real property within the city limits of Fort Collins.
4. Submit license fee of \$10.00 per month.
5. Submit a site plan indicating location of vending operation in relation to lot.
6. Sign and return application along with all other required items to the City of Fort Collins Finance Department/Sales Tax Division, 215 N. Mason Street, 2<sup>nd</sup> Floor, P.O. Box 580, Fort Collins, CO 80524.

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For Office Use Only

**ZONING**

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

Conditions for approval: \_\_\_\_\_

Reason for denial: \_\_\_\_\_

Zoning Administrator/Agent: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

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**TRANSPORTATION**

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

Conditions for approval: \_\_\_\_\_

Reason for denial: \_\_\_\_\_

Traffic Engineer/Agent: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

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**CPRE**

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Parks Permit#: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Conditions for approval: \_\_\_\_\_

Reason for denial: \_\_\_\_\_

Director of CLRS/Agent: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

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**ENGINEERING**

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

Conditions for approval: \_\_\_\_\_

Reason for denial: \_\_\_\_\_

Director of Engineering/Agent: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

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Sales Tax License Issued: \_\_\_\_\_ Temporary Sales Tax License: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_ License Number: \_\_\_\_\_