



**OUTDOOR  
VENDING**

# **MENU**

**BE AN OUTDOOR VENDOR**

**FILL OUT THE APPLICATION**

**PICK YOUR LOCATION**

**GET STARTED TODAY**



## Starters

Outdoor Vendor shall mean any person, whether as owner, agent, consignee or employee, who sells or attempts to sell, or offers to the public, any services, goods, wares or merchandise including, but not limited to food or beverage, from any outdoor location regardless of whether a fee is charged for such goods or services. (See Specialties Section below for exemptions.)

## Entrees

All entrees come in half orders (6 month permit) for \$60.00 or in full orders (12 month permit) for \$120.00

### MOBILE FOOD TRUCK

(Not on a concession agreement site)

- A motorized wheeled vehicle, or towed wheeled vehicle designed and equipped to serve food. Shall include both "hot trucks" upon which food is cooked and prepared for vending, and "cold trucks" from which only commissary-prepared, ready-to-eat or packaged foods in individual servings are handled.
- May vend only on lots in non-neighborhood zone districts or on streets in locations in non-neighborhood zone districts where parallel parking is allowed.
- May not stop to vend within two hundred (200) feet of the property boundary of any public or private school for students within the grade range of kindergarten through twelfth (12th) grade.
- May vend only food and non-alcoholic beverages.
- Permanently affix or paint any signage on the mobile food truck, with no signs/banners in or alongside street right-of-way or across roadway.

### NEIGHBORHOOD MOBILE FOOD VENDOR

- An Outdoor Vendor operating in locations on streets that are in neighborhood zone districts from a mobile food truck or pushcart licensed for use in the retail sale or service of only commissary-prepared, ready-to-eat or packaged food in individual servings. This shall not include a vendor operating from a mobile food truck or pushcart on which food is cooked.
- Vend only on streets in locations in neighborhood zone districts where parallel parking is allowed.
- May not stop to vend within two hundred (200) feet of the property boundary of any public or private school for students within the grade range of kindergarten through twelfth (12th) grade.
- Vend only during the hours of 10:00 am to 8:00 pm.
- Vend only food and non-alcoholic beverages.
- Stop to vend only in locations that are no more than twelve (12) inches from a curb or edge of travel lane.
- Cannot stop for more than fifteen (15) minutes in any particular cul-de-sac, or on any particular block face.

### OUTDOOR VENDOR OF MISCELLANEOUS GOODS AND SERVICES

- An Outdoor Vendor who offers miscellaneous goods or services to the public on private property from an outdoor location, regardless of whether a fee is charged for such goods or services. Examples include, but are not limited to: Christmas tree sales, pumpkin patches, windshield chip repair, temporary car washes, temporary non-profit fund-raising sales.
- Shall operate only on lots in non-residential zone districts.

### SPECIAL EVENT

Individual vendors participating in a "Special Event" in which the organizer has been issued a permit under Chapter 23.5, are not required to obtain an outdoor vendor license for such event. Each vendor is required to apply for a temporary City sales tax license if they do not have a permanent City sales tax license.

### OUTDOOR VENDOR OF TRANSPORTATION SERVICES

- An Outdoor Vendor not regulated by the Colorado Public Utilities Commission who sells or offers transportation services to the public from an outdoor location, regardless of whether a fee is charged for such services. Shall include, but are not limited to valet parking services, pedal powered vehicles, horse-drawn carriages or other means of transportation service offered for hire.
- Operate in accordance with all vehicular traffic laws and regulations, including, but not limited to equipment requirements such as front and back lights and side reflectors.
- Limit stopping and standing in street right-of-way or alleys so as to avoid delay or obstruction of traffic.
- Stop to vend services only in locations that are no more than twelve (12) inches from a curb or edge of travel lane.
- Operate so as to avoid obstruction of pedestrian traffic and not on sidewalks.

### PUSHCART

(Not on a concession agreement site)

- A mobile vending cart, pushcart, or trailer, that is not motorized or attached to a vehicle for towing and that does not exceed ten (10) feet in length (excluding the length of the trailer hitch, if any), four (4) feet in width, or eight (8) feet in height. A pushcart may be used to cook and prepare food for vending, or to serve commissary prepared, ready-to-eat or packaged food in individual servings.
- Vend only on lots in non-neighborhood zone districts or on streets in locations in non-neighborhood zone districts where parallel parking is allowed.
- May not stop to vend within two hundred (200) feet of the property boundary of any public or private school for students within the grade range of kindergarten through twelfth (12th) grade.
- Vend only food and non-alcoholic beverages.
- Stop to vend only in locations that are no more than twelve (12) inches from a curb or edge of travel lane.

### SPECIAL VENDING LICENSE

- A Special vending license shall mean a temporary outdoor vendor license for outdoor vending at an occasional, temporary event located solely on a single private lot when the event does not require the issuance of a special events permit. The event may include a food truck rally.
- A Food truck rally shall mean a temporary or periodic special event, operating under a special vending license, of more than two (2) outdoor vendors (such as food trucks and carts), held on an improved private lot with permission of the owner thereof, and only serving pedestrians.
- The approval of a Special Vending License event shall be determined by the Financial Officer on a case-by-case basis. The number and type of outdoor vendors to be allowed as part of a licensed event shall be determined by the Financial Officer based on the specific circumstances of the proposed event, including, but not limited to, the location of the event, the size of the lot where the event is held, the types of surrounding land uses and their proximity to the event, such as restaurant buildings and residences, and any other potential impacts on public health, safety or welfare that the proposed event may have.

## Specialties

### EXEMPTIONS FROM OBTAINING AN OUTDOOR VENDOR LICENSE

- Vends from private premises where the same or similar services or goods are also offered on a regular basis from an indoor location on such premises.
- Vends from a public sidewalk pursuant to a City encroachment permit if the person vending vends the same or similar services or goods on a regular basis from an indoor location immediately adjacent to such location.
- Vends directly and exclusively to manufacturers, wholesalers, or retailers for the purpose of resale.
- Vends on behalf of the City, or at an outdoor event sponsored by the City of Fort Collins
- Vends from property owned by the City if such vending is pursuant to a Concession Agreement or other agreement with the City or is pursuant to a facility-specific permit issued for operation at said facility by the City department authorized to issue such permits, such as a permit to operate in a park or recreation area or on a trail.
- Vends from a public sidewalk within the Downtown Zone District as defined and established in the Land Use Code, pursuant to a concession agreement with the City.
- Vends from and within Old Town Plaza under a written license or other agreement with the Downtown Development Authority.
- Vends at a yard sale. Five (5) sales are allowed within a twelve month period not to exceed three (3) consecutive days each.
- Vends as part of an auction conducted pursuant to a license issued by the City under Division 2, Article IV of Chapter 15.
- Vends outdoor transportation services as a public utility under a certificate of public convenience and necessity issued by the Colorado Public Utilities Commission.
- Vends food or catering services at an individual private residence for a private event.

## Ala Carte

### OPERATIONS AND RESTRICTIONS FOR ALL OUTDOOR VENDORS

- May use only vehicle, cart, kiosk, etc. described on the face of the license issued.
- Vehicle, structure or device shall not be located in any on-street parking space that is not parallel to the adjacent street.
- Must comply with all applicable parking regulations or property issued parking permit for said parking space.
- May not be located on a public sidewalk within the extended boundaries of the crosswalk.
- May not be within ten (10) feet of the extension of any building entrance way, doorway or driveway.
- May not be upon a public sidewalk within the Downtown Zoning District except with a Downtown Concession Agreement.
- May not be upon a public-right-of-way, or public street, alley or sidewalk within a City park or other City facility, recreation area, or trail without a facility-specific issued permit.
- Must not impede safe movement of vehicular and pedestrian traffic, parking lot circulation or access to any public alley or sidewalk.
- May not operate between the hours of 3 a.m. to 7 a.m.
- Must maintain Liability Insurance with the City named as additional insured and certificate holder. Commercial General Liability with a Combined Single Limit of \$500,000 per occurrence and Products Liability with a Combined Single Limit of \$500,000 per occurrence.
- Must pick up litter and have a suitable container for the placement of the litter by customers.
- Must maintain vehicle, structure or device in safe condition.
- Shall use flashing lights, and or other similar warning and safety indicators when stopped to vend in any location in street right-of-way.
- Vehicle, structure or device must be attended at all times.
- Must prominently display Outdoor Vendor license, Sales Tax licenses and Health Permit on vehicle, structure or device at all times.
- If operating from an on-street location, licensee must serve the public from the sidewalk and not from the street or adjacent parking spaces.
- Must comply with all applicable City Ordinances as well as the requirements of all state, county and federal laws.
- No more than (2) outdoor vendors of any specified type are allowed to operate on any lot, tract, or parcel of land except with "Special Vending License".

## Desserts

### CONTACT INFORMATION: CITY OF FORT COLLINS

**Location**  
Finance Department/2nd Floor  
215 North Mason Street  
Fort Collins, CO 80524

**Mailing**  
Sales Tax Department  
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Fort Collins, CO 80522

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