



CITY OF ARCATA
Recreation Division
736 "F" Street • Arcata, CA 95521
(707) 822-7091

SIDEWALK VENDING TEMPORARY USE PERMIT APPLICATION

*Use the following as a guide to make sure that your application is complete when submitted.
A complete application can assist in speeding up the process!*

- ☐ New vendors, call the Recreation Office at 707-822-7091 to check for space and availability.
- ☐ Fully completed Sidewalk Vending Temporary Use Permit Application
- ☐ Insurance Certificate and Endorsement (Upon approval to vend, Insurance is to be obtained)
- ☐ Copy of City of Arcata Business License (Arcata Business license must be in place prior to vending)
- ☐ Copy of Humboldt County Health Permit (Food Vendors)
- ☐ Annual Processing Fee: \$25.00
- ☐ *If the vendor proposes to be a stationary sidewalk vendor, a description or site plan map of the proposed location(s) where vending will take place, showing that the stationary sidewalk vending location maintains a minimum of thirty-six inches (36") of accessible route area, in compliance with the Americans with Disabilities Act.*
- ☐ *If the vendor proposes to be a stationary sidewalk vendor at the Arcata Plaza, preference of vending space on the Arcata Plaza. See attached map for additional information.*

Once applications are submitted, please allow 30 days for the application to be routed through city departments for comments and conditions. After the department conditions have been specified and attached to the permit, the City Manager will review and sign the permit. You will be contacted at least one week prior to your start date to go over the permit and conditions and sign the permit. Permits are effective once all pages have been signed, documents received and all fees have been paid. Sidewalk vending regulations have been outlined by Resolution 223-19.

City Approval

Additional Conditions of Approval:

Authorization to vend as identified in this application is approved pursuant to the application information, city policies and additional conditions specified above.

Merritt Perry, City Manager

Date



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OFFICIAL USE ONLY-

Annual Processing Fee \$ _____

Dt Paid: _____

Check Card Cash

SIDEWALK VENDING TEMPORARY USE PERMIT APPLICATION

Applicant Legal Name: _____ Phone: _____ Applicant Address: _____ City: _____ State: _____ Zip: _____ Mailing Address: _____ City: _____ State: _____ Zip: _____	Arcata Business License Number: _____ Email: _____
Complete this section if applicant is an agent of an individual, company, partnership, corporation, or other entity: Principal Name: _____ Principal Mailing Address: _____ City: _____ State: _____ Zip: _____	
Description of the food or merchandise offered for sale:	
If a vendor of food or food products, certification to completion of a Food Handlers course and proof of all required approvals from the Humboldt County Department of Environmental Health must be included with this application.	
Do you intend to operate as a stationary sidewalk vendor or a roaming sidewalk vendor? <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Stationary sidewalk vendor in center of Arcata Plaza</div><div><input type="checkbox"/> Stationary sidewalk vendor not in center of Arcata Plaza</div><div><input type="checkbox"/> Roaming sidewalk vendor</div></div>	
Proposed Dates for Permit: _____ - _____ M <input type="checkbox"/> Tu <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> Su <input type="checkbox"/>	
Proposed Times for Vending: _____ - _____ <i>Please note that vending times vary by location.</i>	

Please initial after reading the following statements:

- _____ I understand that this application does not serve as an approved permit. Applications will be reviewed and after approval, I will receive a formal permit.
- _____ I will not vend within 200 feet of a special event (Farmers Market, North Country Fair, Oyster Fest, etc.)
- _____ I will not vend within 30 feet of any street intersection; within 20 feet of any fire hydrant, electronic transformer or other facility used for emergency functions of the city; or within 20 feet of any driveway.
- _____ I will not vend within any roadway, median strip or dividing section.
- _____ I will not block or obstruct the free movement of pedestrians or vehicles and must provide a clearance of not less than 3 feet on all pedestrian areas to allow people to walk freely past.
- _____ I will provide solid waste and recycling receptacles for customers and dispose of its contents in an off-site, non-City disposal on a daily basis.
- _____ I understand that permits are only grant vending up for 365 days. After 365 days, vendor must submit an updated application.
- _____ I understand that vending permits are non-transferable.
- _____ I will only vend during the time between the half (½) hour after sunrise and the half (½) hour before sunset in non-residential areas, unless on the Arcata Plaza. If on the Plaza, then the hours are during 10:00 a.m. to 1:30 a.m. If in a residential area, I will only vend during the time between one (1) hour after sunrise and 1 (hour) before sunset.
- _____ I understand that the three (3) designated Arcata Plaza Stationary Sidewalk Vending Spaces are available on a first come, first serve basis.
- _____ I will not place my cart, contents or person on city green spaces (park grass, planters, etc.).
- _____ I understand that the City may rescind my permit following a fourth violation of the operating requirements.
- _____ I understand I must display a valid health permit from the County if selling food or consumables.
- _____ I understand that the sale of alcohol, cannabis, adult-oriented material, tobacco products, electronic cigarettes or products that contain nicotine, or any product used to smoke/vape nicotine or cannabis, shall be prohibited.

CERTIFICATION AND AGREEMENT: I certify under penalty and perjury that the above information is true and correct to the best of my knowledge. I understand the permit does not constitute an endorsement by the City of Arcata. The undersigned, as the representative for the _____ (group/business) agrees to take full responsibility for use of City premises as stated in approved Sidewalk Vending Temporary Use Permit and all individuals/parties/ organizations participating in this event will hold the City of Arcata, its employees, agents, volunteers and any other person, firm or corporation charged or chargeable with responsibility or liability, free and harmless from any and all claims, demands, damages, costs, expenses, loss of service, action and causes of action by any person or persons, for injuries to persons or loss or damages to property occasioned by or in connection with the use of the facilities, equipment or premises caused by any source whatsoever.

I have read the Sidewalk Vending Temporary Use Permit FAQs. I understand that it is unlawful to conduct an activity in violation of the permit provisions and may cause my permit to be canceled at any time.

Signature

Title

Date

Sidewalk Vendors and Roaming Sidewalk Vendors provide economic opportunity for people to support themselves and their families and contribute to a diverse selection of food options and lively streets in Arcata. We look forward to welcoming your business!

Frequently Asked Questions:

What's the difference between Stationary Sidewalk Vendor and Roaming Sidewalk Vendor? Stationary Sidewalk Vendors vending from a vending cart or from their person upon a sidewalk, pedestrian path or other public right-of-way available to pedestrians. Roaming Sidewalk Vendors move from place to place and stop only to complete a transaction.

Why do I need a permit? It protects you as a vendor and ensures health, safety and welfare of residents and visitors.

What if I don't get a permit? Vendors can be cited per CA Government Code Section 53069.4 and Arcata Municipal Code Title I Chapter 3 for not having a proper license or permit.

Why do I need insurance? Insurance protects you, City property and the community.

What kind of insurance do I need? You'll need:

- Current liability insurance for no less than \$2,000,000 general aggregate and no less than \$1,000,000 per occurrence.
- An Endorsement naming the "City of Arcata, its officers, employees and volunteers – 736 F St, Arcata, CA 95521" as additional insured. Endorsement must also provide a statement that the insurance will be primary and that the insurance will not be cancelled without prior written notice given to the City of Arcata.
- Primary Language on Endorsement: This insurance shall be primary as respects to the insured shown in the schedule, or if excess, shall stand in an unbroken chain of coverage excess of the Named Insured's schedule underlying primary coverage. In either event, any other insurance maintained by the Insured's schedule above shall be in excess of this insurance and shall not be called upon to contribute with it.
- Cancellation Language: The insurance afforded by this policy shall not be cancelled except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the entity.

Where can I vend? Most sidewalks in downtown and business sections of Arcata. The Arcata Plaza has three vending spaces for Stationary Sidewalk Vendors to protect the community's safety and welfare. Those vending spaces are available on a first come, first serve basis. Vendors will ensure their carts, contents and person remain on City hardscape areas. This program does not allow for vending on private property.

Where can't I vend? Within 30 feet of any street intersection; 20 feet of any fire hydrant, electronic transformer or other facility used for emergency functions of the city; within 20 feet of any driveway; within any roadway, median strip or dividing section; 200 feet of a farmers market, special events or area designated for a temporary special permit. Also, vendors can't block or obstruct the free movement of pedestrians or vehicles and must provide a clearance of not less than 3 feet on all pedestrian areas to allow people to walk freely past. Vendors cannot place their cart, contents or person on City greenspaces. Vendors will stay on hardscape areas.

Can I vend at the Oyster Festival, North Country Fair or other permitted special event with my SVTU permit? No, permits are not valid during the days of permitted special events on the Arcata Plaza.

When can I vend? ½ half hour after sunrise to ½ hour before sunset daily except on Plaza or residential areas. Plaza hours are 10:00 a.m. to 1:30 a.m., and residential area hours are one hour after sunrise to one hour before sunset. All signs and materials must be removed outside of these hours and when vending is not actively occurring.

In addition to my wares, what do I need to have with me? Vendors must provide solid waste and recycling receptacles for customers, display a valid health permit from the County (if applicable), and the Sidewalk Vending Temporary Use (SVTU) Permit from the City. City utilities will not be available to sidewalk vendors.

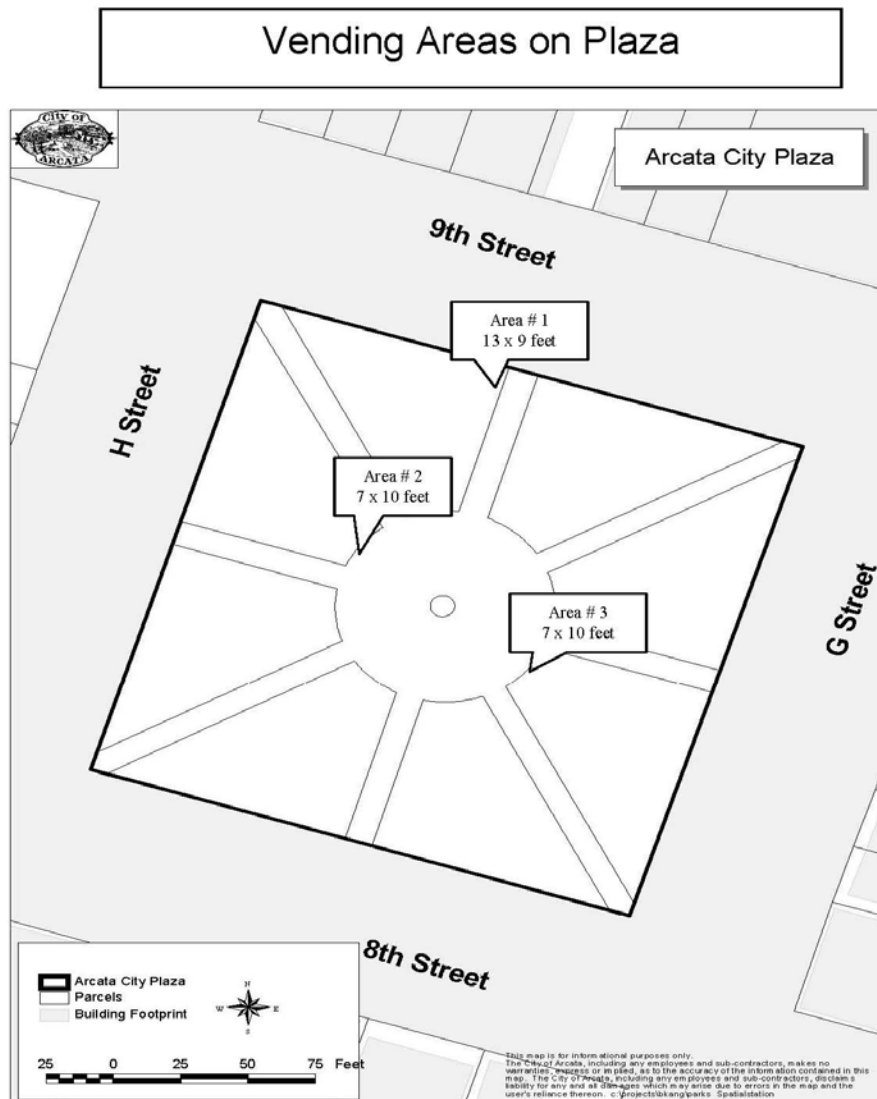
Where can I dispose of my trash and recyclables? Trash and recyclables generated by your vending within a 15 foot radius of your location must be disposed of in an off-site, non-City of Arcata disposal site on a daily basis.

Can I transfer my Permit to someone else? No, permits are nontransferable.

How long is a SVTU Permit valid for? Permits are valid for 12 months from the date of issuance. The City Manager may rescind a permit for a third violation or subsequent violations.

What else do I need to know? Single use plastic bags and polystyrene products are banned in the City. Also, the City's Single-Use Disposable Food Ware Ordinance No. 1527 states that all single-use disposable foodware must be fiber-based compostable and free of poly-fluorinated chemicals. Food vendors must charge a \$0.25 fee per order for food served in a disposable foodware. Food Vendors must offer a \$0.25 discount per order for customers who bring their own reusable foodware for takeout.

Stationary Sidewalk Vendors on the Arcata Plaza may utilize the three designated areas in the map below. These areas are available on a first come, first serve basis.





Zero Waste Tips: Renting a City Facility



The goal of a zero-waste event is to plan ahead and prioritize the distribution of materials that are locally reusable, or if reuse is not possible, locally compostable, and as a last resort, recyclable.

City facilities have sinks, drinking fountains, and/or water filling stations, as well as reusable pitchers and glassware. Reusable dishware is available at the Arcata Community Center and D St. Neighborhood Center venues. If you choose to use the City's dishware, we will provide you with the information needed to properly clean and put away the dishes for the next user.

The City requires that all disposable foodware containers be made of fiber-based materials as per the Single Use Disposable Ordinance, with some exceptions. To learn more visit <https://www.cityofarcata.org/885/Disposable-Foodware-Regulations>.



Choose to Reuse

Venue renters can bring their own reusables, use the reusable dishware and cleaning resources offered at the City facilities discussed above, or work with a local reusable service-ware group like Bright and Green. Bright and Green provides reusable dishware rentals (including delivery, set up, & pickup), dishwashing services, and waste reduction management.

- Call **Bright and Green** at (925) 214-8099 or visit <https://brightandgreenhumboldt.com>

Compost Collection

Venue renters are encouraged to compost organic waste on their own or work with local composters such as Full Cycle Compost and The Local Worm Guy. Both work with residents and local businesses in processing compost.

- Call **Full Cycle Compost** at (707) 633-9192 or visit www.fullcyclecompost.com
- Call **The Local Worm Guy** at (707) 385-9676 or visit www.localwormguy.com

Recycle Responsibly

Venue renters should educate themselves and attendees about proper recycling practices. Recycling should **not** be put in plastic bags. Ensure only locally recyclable items are placed loosely in the bin. Check with Recreation Dept. staff about recycling container availability at the facility you are renting.

- Call **Recology Arcata** at (707) 683-4853 or visit www.recology.com/recology-arcata/sorting-guides/
- Call **Hambro Recycling** at (707) 954-3418 or visit www.hambrocrvbuyback.com





ZERO WASTE GUIDELINES



AIM TO USE

Reusable Dishware

(Provided at D St Neighborhood
Center & Arcata Community Center)
(Rentable from Bright and Green)

**Compostable Fiber-based
clamshells, containers, cups,
utensils, and straws**

**Reusable decorations, linens,
banners, etc.**

**Wooden stir-sticks, chopsticks,
toothpicks, and skewers**

**Bulk self-serve condiments
and bulk foods**

**Reusable bags, paper bags,
and reusable wraps
(ex: beeswax wrap)**

AVOID USING

**Single-use plastic, bioplastic, or
“compostable plastic” dishware**

**Plastic clamshells, containers,
cups, lids, utensils, and straws**
Do NOT use Styrofoam. It
has been banned in the City
of Arcata since 2015.

**Single-use decorations, such
as plastic linens, stickers,
balloons, confetti, etc.**

**Plastic stir-sticks, chopsticks,
toothpicks, or skewers**

**Pre-packaged, single-serve
condiments and foods in non-
recyclable packages**

Plastic bags or plastic wrap

Thank you for helping us prevent waste in Arcata!