COLORADO SPRINGS PARKING METER HOOD APPLICATION FOR MOBILE FOOD VENDORS

OLYMPIC CITY USA

1. Applicant: (Business / Property Owner of Brick and Mortar Establishment)

Physical Business Address:	Business Name:	Phone:
Applicant Name & Signature:	Date and Time of Permit Request:	Email:

2. Mobile Food Vendor:

Owner's Name:	Business/Truck Name:	Phone:
1.Vendor License #: 2.Expiration Date of License:	Type of food served:	Email:

3. Planning Staff: Applicant requires approval from Planning (CAB 30 S. Nevada suite 701) before obtaining the hoods. Planning staff will complete the following table. Applicant is responsible for creating a site map as outlined below.

Planning Staff: Ann Odom Ann.Odom@coloradosprings.gov	Planning Staff Approval Signature:	
City Planning Requirements - Site Map: Applicant must include the following items in an 8.5"x11" or similar sized site map. • Location of applicant's address • Exact location where the mobile food vendor will operate • The number of parking spaces that will be used (2-4 parking spaces) • The distance from the applicant's address (front access door) • Date and hours of operation – 12 hours maximum allowable time: _____ • No conflict with a special event (within 300ft.)		Approval Stamp

Parking System Enterprise: 130 S Nevada Avenue, 2nd Floor, southeast corner of parking garage – Call Rachel Zetting to coordinate times to pick up the hoods – **(719) 385-5684** Rachel.Zetting@coloradosprings.gov.

Filled out by the Parking Enterprise staff:

Number of Hoods Requested: _____ **Date of Use:** _____ **Returned:** _____

Hood Number(s) Issued: #_____ #_____ #_____ #_____

Charges:
_____Hood(s) at $25.00 per hood (2-4 hoods) $_____   **Notes:** _____
_____Day(s) late at $25.00 per day $_____   _____
_____Damage/Loss Fees (see below) $_____   _____
Total Amount Due: (cash, check, credit card) $_____   _____

Parking Administration Representative Signature: _____

I have received and will comply with the Rules and Regulations (see reverse side) for use of Mobile Food Vendor Parking Meter Hoods.

Note: *Hoods/locks/keys must be returned by 9:00 a.m. on the next business day after the date of use or a $25.00 per day late fee will be added to the amount due. Charges will continue to accrue, until the hoods/locks/keys are returned to Parking Administration.*

Damaged/Loss Fees: $50.00 per hood / $50.00 per lock / $10.00 per key ($110 for the whole set)

Signature of Applicant: _____

CITY OF COLORADO SPRINGS
RULES AND REGULATIONS
FOR USE OF MOBILE FOOD VENDOR PARKING METER HOODS

Section 10.15.106 of the Code of the City of Colorado Springs, 2001, as amended, authorizes the City Parking Administrator or his/her designated representative to issue permits for extended use of parking meters ("parking meter hoods") to an applicant. Issuance of a parking meter hood allows the applicant to reserve on-street metered spaces for the sole purpose of providing Mobile Food Services for the applicant's business. The parking meter hoods are not intended to provide reserved parking for any vehicles not so engaged. Any use other than that specified shall be considered cause for revocation of such parking meter hoods without refund, and may result in additional fines for illegal parking. The City Parking Administrator may issue Mobile Food Vendor parking meter hoods under the following terms and conditions:

1. A Mobile Food Vendor parking meter hood or hoods will be issued only if the applicant operates a business on the face block, defined as one side of the street between two (2) intersections.

2. Mobile Food Vendor parking meter hoods will authorize the use of up to four (4) on-street metered spaces adjacent to the applicant's business as determined by the Parking Administrator.

3. Consistent with the requirements of City Code § 2.3.703, authorized spaces may occasionally need to be moved on a temporary basis to accommodate special events such as parades, festivals, etc. as determined by the Parking Administrator.

4. An applicant may be provided up to four (4) Mobile Food Vendor parking meter hoods that will be placed over the meters at the metered spaces to be reserved for use in providing Mobile Food Vendor Services.

5. Signage shall comply with the City's Mobile Food Vendor licensing requirements.

6. Mobile Food Vendor parking meter hoods may be used by the applicant or the applicant's Mobile Food Vendor contractor (collectively, "Mobile Food Vendor").

7. Mobile Food Vendor services shall be provided for no more than twelve (12) consecutive hours.

8. Mobile Food Vendor parking meter hoods shall be placed on the meters two (2) hours prior to the commencement of Mobile Food Vendor services and shall be removed at the end of the service period.

9. Each unique address is limited to two (2) Mobile Food Vendor parking meter hood applications per calendar year.

10. The Mobile Food Vendor shall ensure the surrounding area is cleaned and returned to its previous condition. All trash shall be collected and removed. Downtown recycle bins and on-street trash receptacles may not be used for the Mobile Food Vendor's refuse. All spills shall be cleaned and removed from all surfaces in the surrounding area.

11. All water, grease, and other cooking materials shall be removed by the Mobile Food Vendor. No dumping of any type of material on the street, in tree wells, on brick pavers, etc. is permitted. Dumping violations will result in the revocation of the parking meter hood in use at the time of the violation and may result in denial of future applications for a Mobile Food Vendor parking meter hood. In addition, any and all costs associated with the clean-up of such spills, or dumping shall be the responsibility of the Mobile Food Vendor.

12. The operation of the Mobile Food Vendor shall not interrupt the vehicular or pedestrian flow adjacent to the permitted area. This includes the public's ability to utilize the parking stalls adjacent to the hooded stalls. Furthermore, the location and orientation of the Mobile Food Vendor must allow for adequate operator and customer safety.