



City of Laguna Niguel
Planning Division
30111 Crown Valley Parkway
Laguna Niguel, CA 92677
949-362-4300
www.cityoflagunaniguel.org

SIDEWALK VENDING PERMIT - FILING INSTRUCTIONS

WHAT TO FILE

The following is a list of the submittal items necessary to file an application for a Sidewalk Vending Permit. These filing instructions are intended to assist you in assembling a complete application packet. Please review each section and make sure to complete all necessary forms that apply to your situation. Applications may be filed at the Community Development Department (Planning Division public counter) Monday through Friday between the hours of 8:00 a.m. and 4:00 p.m. Please note that incomplete submittals will not be accepted.

The City of Laguna Niguel stands ready to help you through the application process and we look forward to working with you. Should you have any questions, please contact us at 949-362-4300.

SUBMITTAL ITEMS CHECKLIST

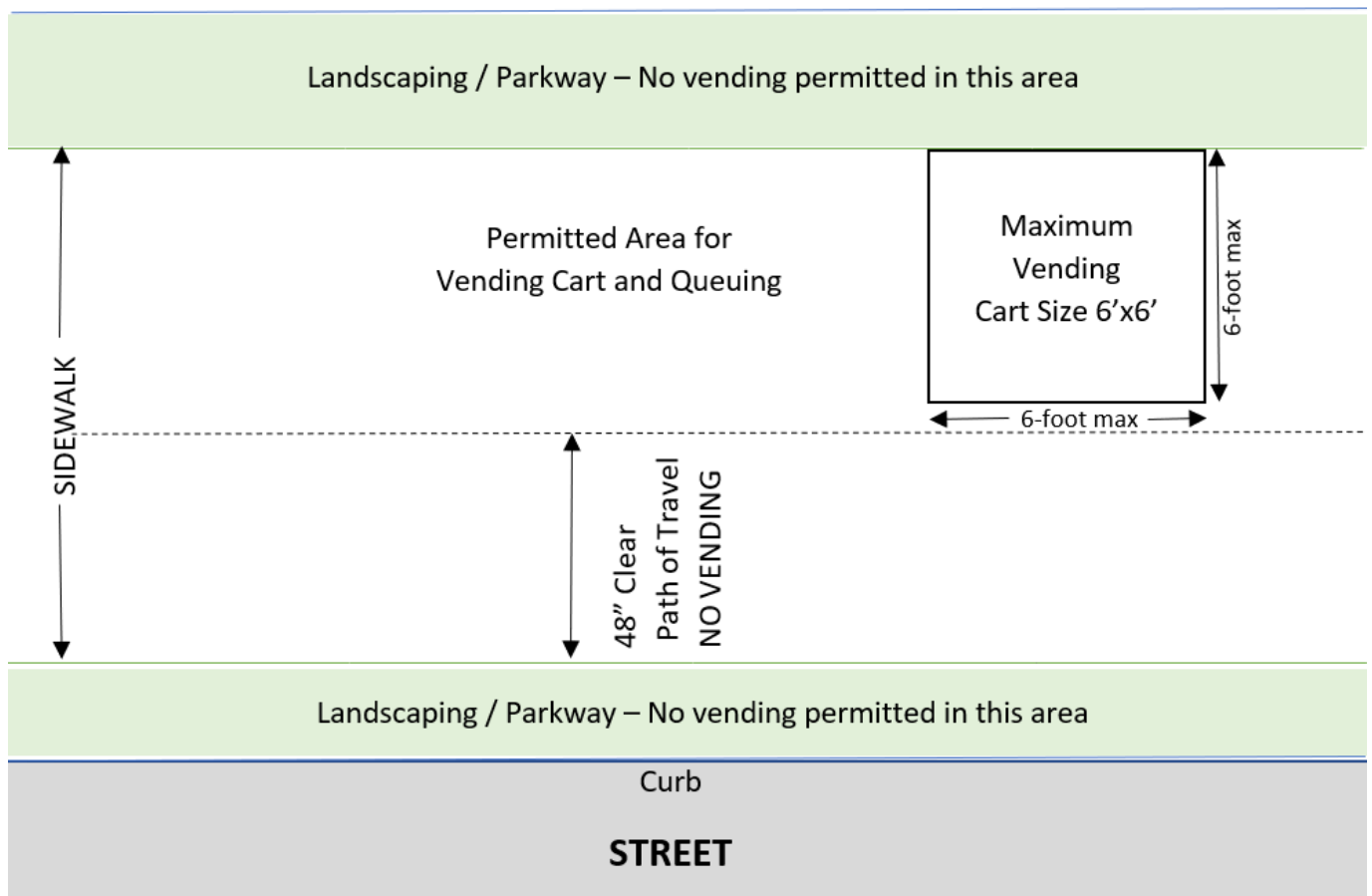
- Sidewalk Vending Application.** Completed and signed Application, including acknowledgements (pages 8 and 9).
- California Seller's Permit.** A copy of the California Seller's Permit with the sales tax number issued by the California Department of Tax and Fee Administration to the vendor, which shall be maintained for the duration of the vendor's City Sidewalk Vending Permit.
- Vendor Identification.** One of the following forms of identification: A copy of the vendor's California Driver's License or identification Card; or a copy of the vendor's individual taxpayer identification number.
- Orange County Health Department Public Health Certification.** If a vendor of food or food products, certification of completion of a food handler course and proof of all required approvals from the Orange County Department of Public Health.
- General Liability Policy.** A copy of a general liability policy naming the City as additional insured in the amount of \$1,000,000, which shall be maintained for the duration of the vendor's City Sidewalk Vending Permit.
- Sidewalk Vending Permit Fee.** \$190.00.



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- Vending Cart Details.** A written description and photograph of any and all vending carts to be used in the operation of the business.

- Site Plan.** For stationary vendors, a site plan or description of the proposed location(s) where vending will take place, showing that the sidewalk location maintains a minimum of 48" of accessible route area for pedestrian travel when considering the vendor equipment and anticipated customer queue, or other minimum clear width for pedestrian travel required by the Americans with Disabilities Act or other federal or state law with regard for disability access.





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FREQUENTLY ASKED QUESTIONS

Please see the following answers to frequently asked questions regarding sidewalk vending within the City of Laguna Niguel. All sidewalk vending activities are regulated by Sections 5-7-01 through 5-7-50 of the Laguna Niguel Municipal Code. For additional information, please contact the Planning Division within the Department of Community Development at (949) 362-4300.

Does a sidewalk vendor need a permit or license to operate in the City of Laguna Niguel?

A sidewalk vendor must obtain a Sidewalk Vending Permit prior to operating. A Business License is not required. If a vendor is selling food, an Orange County Health Permit is required. Approved permits and licenses need to be displayed at all times.

When does a sidewalk vending permit expire?

The Sidewalk Vending Permit is valid for a one (1) year period. A person may apply for a permit renewal prior to the expiration of his or her active sidewalk vending permit.

Where may a sidewalk vendor operate?

Sidewalk vendors may operate on public sidewalks, pedestrian paths, and other public right-of-way available to pedestrians, subject to the operating requirements of Section 5-7-45 of the Laguna Niguel Municipal Code (a copy of these provisions is included on pages 5-7 for reference).

How big can a sidewalk vending cart be?

Sidewalk vendors and all aspects of their operations, including but not limited to, any vending cart, any associated equipment, and any space occupied by the vendor or their employees, shall not occupy a space exceeding horizontal dimensions of a square measuring 6' x 6'. No vending cart, or associated equipment shall exceed a height of 4'.

How long does it take to obtain a Sidewalk Vending Permit and can an application request be denied?

Within thirty (30) calendar days of receiving a complete application, the City shall approve the issuance of a permit unless one or more of the following conditions applies:

- Information contained in the application, or supplemental information requested from the applicant, is false in any material detail; or



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- The applicant has failed to provide a complete application, after having been notified of the requirement to produce additional information or documents within fourteen (14) days of notification; or
- The applicant has failed to demonstrate an ability to conform to the operating standards set forth in Section 5-7-45 of the Laguna Niguel Municipal Code, Operating Requirements; or
- The applicant has failed to demonstrate it can comply with disability access or traffic safety provision of the Laguna Niguel Municipal Code, or any statute, ordinance or regulation of the State of California, the County of Orange, or any other public agency regulations adopted by reference by the City; or
- The applicant has failed to pay any previous administrative fines, complete any community service, and/or complete any other alternative disposition associated with a previous violation of this chapter; or
- The applicant has had a Sidewalk Vending Permit or similar permit rescinded within the past twelve (12) months by the City.

Can a sidewalk vendor transfer his/her permit?

A Sidewalk Vending Permit cannot be transferred to another applicant or business owner.

How do I apply for a permit?

The Sidewalk Vending Permit application may be downloaded from the City's website at www.cityoflagunaniguel.org/sidewalkvending. Applications may be filed at the Community Development Department (Planning Division public counter) Monday through Friday between the hours of 8:00 a.m. and 4:00 p.m.