

# MOBILE VENDOR

## General Information



A **MOBILE VENDOR** is defined as a self-contained vehicle, trailer or stand that is capable of being moved from one location to another that is equipped to prepare, serve and sell food, or goods. The intent of these mobile vendors is to be on a specific location for a period of seven (7) consecutive days or more.

### **LACOMBE COUNTY'S MOBILE VENDOR DEVELOPMENT PERMITTING PROCESS INCLUDES THE FOLLOWING STAGES.**

#### **1) LICENCE OF OCCUPATION**

If the mobile vendor wishes to operate on County-owned land, the mobile vendor must obtain a licence of occupation from the County, prior to submitting an application for a Development Permit. Please use the *Request For a Licence of Occupation* form, available from our office or on our website.

#### **2) DEVELOPMENT PERMIT APPLICATION**

The applicant must submit a completed Development Permit Application to the County. The application must outline the goods to be sold, location of the vendor unit, details of solid waste and wastewater disposal and management, provisions for signage, and hours of operation.

The vendor shall not conduct or locate the business in such a way that would restrict or interfere with the access into or out of adjacent properties or constitute an obstruction to adequate access by emergency vehicles. Further, the mobile vendor and its operations shall not cause any vehicular or pedestrian obstructions or hazards.

The mobile vendor must be clean, well-lit, and aesthetically pleasing in appearance and shall not have any lights, sounds, or actions which could, in the opinion of the County, be a distraction for motorists and/or pedestrians.

Mobile vendors must obtain all applicable Alberta Health Services permits and approvals.

Mobile vendor operations shall not create any disturbance or nuisance, including but not limited to noise, vibration, smoke, dust, odour, air pollution, heat, glare, bright light, hazardous or unacceptable waste. Lights, sounds or actions which may be a distraction for motorists and/or pedestrians are not permitted.

The mobile vendor shall be responsible for providing solid waste collecting facilities (garbage or recycling cans/ bins) and ensuring that all litter and waste associated is cleaned up to the satisfaction of the County.

Mobile vendors must submit a Certificate of Insurance with a minimum liability coverage in the amount of \$2,000,000 (two million dollars) with Lacombe County named as an "additional insured".

#### **3) NOTICE OF DECISION**

Lacombe County will issue a Notice of Decision stating whether the application has been approved with conditions, or refused. If an application is approved with conditions, all conditions of development approval must be completed before a Development Permit will be issued. Some conditions of approval are ongoing; if an operator does not continuously comply with these conditions the Development Permit may be revoked.

The Notice of Decision alone does not mean that a mobile vendor has development approval; the mobile vendor does not have development approval until a Development Permit is issued.

#### **4) DEVELOPMENT PERMIT**

A Development Permit will not be issued until all conditions of development approval have been met to the satisfaction of the County. Mobile vendors may not start until the County has issued a Development Permit.

## **IMPORTANT NOTES**

No development shall be started until the County has issued a development permit.

Where the proposed development is a permitted use and complies with the provisions of the County's Land Use Bylaw, a development permit will be issued as soon as a decision is made to approve the application. Neighbours do not have any right of appeal for a permitted use.

Any decision made by the County on an application for a discretionary-use development or relaxation of one or more provisions of the Land Use Bylaw will be subject to appeal. If an application is refused, or the applicant or other party is not satisfied with one or more conditions of approval, then an appeal can be made to the appropriate appeal board (Land and Property Rights Tribunal or the County's Subdivision and Development Appeal Board). The length of the appeal period is 21 days; if no appeals are received within this time period, the decision will be upheld by the County. If the decision was to approve the development, and there are no outstanding conditions of approval required to be completed prior to issuance, a development permit will normally be issued.

If an appeal is filed against a decision, the application will be referred to the appropriate appeal board. The appeal board will then hear the application on its own merit and make a decision to approve or refuse the application. Should an approval be given, and there are no outstanding conditions of approval required to be completed prior to issuance, a development permit will be issued.

Once a permit has been issued, the applicant(s) will have no more than 12 months from the date of issuance to commence the development described within the permit, and will have no more than 24 months to complete the development. If the development described within the permit has not commenced within 12 months of the date of issuance, or the development has not been completed within 24 months, the permit may be declared null and void. Any request for an extension of these deadlines must be made in writing to the County; prior to the expiry of the 12 month deadline for development which has not commenced; and prior to the expiry of the 24 month deadline for development which has been commenced, but has not been completed.

No changes or additions are to be made to the development without prior approval of the County.

# MOBILE VENDOR

## *Development Permit Application Information*



**COMPLETE THE ATTACHED APPLICATION FORM** by printing clearly or filling out all of the required fields electronically. The application must be signed by the registered owner(s) of the land if different from the applicant. Please note that handsigned electronic signatures are accepted, but digital encrypted type signatures are not accepted.

### **PRIOR TO ACCEPTING THE APPLICATION THE FOLLOWING MUST BE SUBMITTED TO THE COUNTY:**

- A comprehensive site plan drawn to scale showing:
  - the legal description of the property or right-of-way location proposed;
  - the parcel dimensions;
  - the location and use of the vendor unit;
  - the location of garbage/recycling facilities provided as part of the vendor unit;
  - the use of any outdoor space associated with the vendor unit; and
  - the existing and/or proposed access to the property and adjacent roads.
- Photographs of the mobile vendor unit. These photographs are needed to consider the quality of the exterior appearance of the vendor unit, to ensure the exterior finishes and materials are in an acceptable condition;
- Photographs or conceptual drawings of any signage required; and
- A copy of all applicable Alberta Health Services permits and approvals.

**A NON-REFUNDABLE PROCESSING FEE** must also be paid. The current fee is \$200 for most mobile vendor Development Permit Applications; however, a \$500 fee is required for all commercial or industrial districts. **All fees are payable to Lacombe County via cheque, cash, debit, or credit card. Credit card payments are completed using OptionPay (a third party software provider) and are subject to additional surcharges.**

**MORE INFORMATION** may be requested by the County to properly evaluate the application. An application will not be deemed complete until all required information is provided to the County. An incomplete application will not be accepted by the County.

### **RETURN THE APPLICATION TO**



Lacombe County  
Attention: Planning Services  
RR 3 Lacombe AB T4L 2N3  
[planning@lacombecounty.com](mailto:planning@lacombecounty.com)



**For further information about the development permitting process, please call Planning Services at (403) 782-8389.**

# MOBILE VENDOR

## Development Permit Application Form



THIS FORM IS TO BE COMPLETED & SIGNED IN FULL, WHEREVER APPLICABLE, BY ALL REGISTERED OWNER(S) OF THE LAND AND/OR BY A PERSON AUTHORIZED TO ACT ON BEHALF OF THE LANDOWNER(S)

### 1 LANDOWNER INFORMATION

Name of registered owner(s) of land		
Address		
Town	Province	Postal Code
Home Phone		Cell Phone
Email		

☐ I would like to pick-up my Notice of Decision and Development Permit, rather than having it mailed.

☐ I would also like an emailed copy of my Notice of Decision and Development Permit.

### 2 APPLICANT AUTHORIZED TO ACT ON BEHALF OF REGISTERED LANDOWNER(S) (IF APPLICABLE)

Name of applicant(s)		
Mailing Address		
Town	Province	Postal Code
Home Phone		Cell Phone
Email		

### 3 LEGAL LAND DESCRIPTION OF PROPERTY LOCATION

<input type="radio"/> All OR <input type="radio"/> Part of	Quarter (ie. NE/NW/SE/SW)	Section	Township	Range	West of the	Meridian
OR Being all parts of Lot	Block		Plan			
Hamlet or Subdivision Name						
Civic Address (Blue 911 Sign)				Total Parcel Size		

#### 4 GENERAL INFORMATION

Name of proposed mobile vendor

☐ This is a new mobile vendor OR ☐ This is a renewal of a previously approved mobile vendor

If this is a renewal, please list any changes from the existing mobile vendor:

#### 5 DETAILS OF MOBILE VENDOR

Select the vendor unit type below that best describes your unit:

☐ Food & Beverage Truck ☐ Trailer ☐ Sidewalk Cart

Describe the proposed vendor unit, including dimensions and other specifications:

*Please include photographs of the vendor unit.*

Describe any outdoor space that is required to be utilized as part of the vendor unit, including dimensions and specifications:

*Please include the area of outdoor space required on the site plan.*

Describe any signage required for the unit, including dimensions and specifications:

*Please include photographs or conceptual drawings of any signage.*

Describe the hours of operation:

Describe the number of employees working on-site:

Describe how you will deal with waste and recycling generated on site from the vendor and patrons:  
*(this includes greywater, sewage, litter, cooking oil etc.)*

## 6 FOOD, BEVERAGE AND MERCHANDISE

If food, beverages, and/or merchandise are to be sold, please provide a list of the products to be sold:

## 7 SOUND

Will the mobile vendor feature amplified entertainment? YES ☐ NO ☐

Description of the sound:  
*(equipment, duration or source)*

Expected impacts:

Steps taken to reduce impacts:

## 8 SUPPORTING DOCUMENTS ATTACHED

- ☐ Site Plan
- ☐ Photographs of the Vendor Unit
- ☐ Photographs or Conceptual Drawings of Signage
- ☐ Copy of Liability Insurance
- ☐ Copy of Alberta Health Services Approval(s)
- ☐ Other (please specify)

## 9 OTHER APPROVALS

Is the proposed development the subject of a licence, permit, approval, or other authorization granted by the Natural Resources Conservation Board, Energy Resources Conservation Board, Alberta Energy Regulator, Alberta Energy and Utilities Board or Alberta Utilities Commission?

YES ☐ NO ☐

If "yes", please describe

Is the proposed development the subject of the application is the subject of a licence, permit, approval, or other authorization granted by the Minister of Environment or granted under any Act the Minister is responsible for under s.16 of the Government Organization Act\*?

YES ☐ NO ☐

If "yes", please describe

*\*The Minister is responsible for the following Acts: Alberta Land Stewardship Act, Environmental Protection Act, Public Lands Act, Surveys Act, Water Act.*

## 10 DECLARATION

- I/We declare that the information given on this form and accompanying plan(s) and other documents are to the best of our/my knowledge a true statement of facts concerning the proposed development.
- I/We also give my/our consent to allow a person appointed by the County the right to enter upon the said property with respect to this application only.
- I/We hereby consent to the public release and disclosure of all information contained within this application and supporting documentation as part of the development process.
- I/We hereby authorize the Applicant(s) named in this application to act as Agent(s) on my/our behalf in the matter of development of the above-referenced lands.

Registered Landowner Signature	Date
Registered Landowner Signature	Date
Applicant Signature (If Different than the Registered Landowner)	Date
Applicant Signature (If Different than the Registered Landowner)	Date

*Please note that all information that you provide will be treated as public information in the course of Lacombe County's consideration of this development application pursuant to the Municipal Government Act, R.S.A. 2000 Chapter M-26 and the County's Land Use Bylaw. By signing this application, you consent to the public release of any information provided by you pursuant to this development, as authorized under Section 4 of the Protection of Privacy Act 4(a) the collection of that information is expressly authorized by the Municipal Government Act and 4(c) that information relates directly to and is necessary for an operating program or activity of the public body, including a common or integrated program or service. Information you provide will only be used for purposes related to the evaluation and consideration of this development application. If you have questions about this, please contact the Records Management and Privacy Coordinator, Lacombe County, RR 3, Lacombe AB T4L 2N3, (403) 782-6601.*

# MOBILE VENDOR Site Plan



BELOW ARE THE STANDARD SITE PLAN REQUIREMENTS FOR ALL APPLICATIONS. IF YOU WISH TO USE AN AERIAL PHOTO TO DRAW YOUR SITE PLAN, PLEASE USE GOOGLE MAPS OR CONTACT PLANNING SERVICES.

- ☐ Include the legal description of the property.
- ☐ Identify the parcel dimensions.
- ☐ Include the location and use and use of the vendor unit.
- ☐ Identify any outdoor space required to be utilized as part of the vendor unit
- ☐ Identify the location of garbage/recycling facilities provided as part of the vendor unit.
- ☐ Identify the existing and/or proposed access to the property and adjacent roads.
- ☐ Indicate north on the site plan, and ensure all distance units are indicated.

