



Community Development – Planning

695 Warner Parrott Road | Oregon City OR 97045
Ph (503) 722-3789

Planning & Public Works Development Services Review for Food Cart/Unit in a Pod or Location Approved for 5+ Hours

Please complete this packet and submit with your building permit application which needs to include a site plan drawn to scale. If any section of this packet is incomplete, it will be returned.

Planning Division (P) Reviewed By: _____ Date: _____

Development Services (DS) Reviewed By: _____ Date: _____

Decision: Approved Approved with Conditions Denied

This worksheet is required for each mobile food cart/unit located within an approved food cart pod or site approved for food carts/units five or more hours. This form is not needed for carts located within a building, as part of a special event permit issued by the City, or transitory carts on sites not approved for 5 or more hours.

Submit this form with your business license application.

Additional information: www.orcity.org/planning/mobile-food-units

For questions regarding processes, fees, restrictions, etc., contact:

Planning (P) at 503-722-3789 or ocplanning@orcity.org and

Public Works Development Services (DS) at 971-204-4601 or ocpublicworks@orcity.org.

Applicant: _____

Phone: _____ Email Address: _____

Site Address: _____

or Clackamas County Map and Tax Lot #: _____

Include a site map or aerial photo showing location of the cart/unit.

A separate worksheet is required for each location in Oregon City.

Requirement	Yes	No	Staff Confirmation
P - Is the food cart transitory (i.e. it will remain on a property for five hours or less in a twenty-four-hour period)?			
P - Will the food cart only sell food items, including beverages and associated items?			
<i>Mobile food carts may not sell cannabis in any form.</i>			

Requirement	Yes	No	Staff Confirmation
<p>P - Will the food cart maintain continuous compliance with applicable federal, state and city standards?</p> <p><i>Violations may be subject to Code Enforcement procedures.</i></p>			
<p>P - Is the mobile food unit connected to power by an overhead wire?</p> <p><i>Power connections may not be connected by overhead wires to the individual units.</i></p>			
<p>P - Is the mobile food unit, equipment, customer service area, and all associated items located on private property, outside of the right-of-way?</p> <p><i>Any use of the right-of-way requires an additional review.</i></p>			
<p>P - Will the mobile food unit owner(s) take responsibility for maintaining the unit and the adjacent site area in a neat and clean condition?</p> <p>This includes, but is not limited to, 1) regular maintenance and cleaning of the exterior to avoid rust and peeling paint, 2) repair of broken or sagging awnings and canopies, 3) repair of platforms, counters, benches, tables, umbrellas, and other structures used by customers.</p> <p><i>The mobile food unit owner is responsible for the above.</i></p>			
<p>P - Is the cart/unit within the space in the pod?</p> <p><i>The approval for the food cart pod for the property will specify the number and location of each mobile unit.</i></p>			
<p>P - Is any mechanical or power generating equipment that is separated from and external to the mobile food unit fully screened from view with vegetation or screening at a height equal to or greater than the height of the generating unit?</p> <p>Describe: _____</p> <p><i>No chain link fence is allowed.</i></p>			
<p>P - Is the mobile food unit connected to a permanent power source?</p> <p><i>A connection to a permanent power source is required.</i></p>			
<p>P - Is the height of the cart less than 45 feet? Height: _____</p> <p><i>Must not be taller than allowed by the zoning designation.</i></p>			
<p>P - Are there any other temporary structures proposed on the site, such as pop-up tents (not including tables, benches and chairs)?</p> <p><i>If yes, contact Planning Division.</i></p>			
<p>DS - Is the mobile food unit connected to a permanent water source?</p> <p><i>A permanent water source is required.</i></p>			
<p>DS - Is the mobile food unit connected to public sewer?</p> <p><i>A connection to public sewer is required.</i></p>			
<p>DS - Does the unit comply with the Stormwater and Grading Design Standards, or is it exempt?</p>			

Requirement	Yes	No	Staff Confirmation
DS - Discharge or leakage draining into the stormwater system is prohibited. Wastewater shall not be dumped onto the ground, onto the streets, or into a storm drain. All liquid waste from the waste tank or from cleaning activities shall be captured and properly disposed of in the sanitary sewer. Does the owner agree to comply?			
DS - All permanent utility lines shall be placed underground. Temporary utilities, lines and tanks shall be placed underground or otherwise screened, covered or hidden from view from the right-of-way as to minimize visual impacts and prevent tripping hazards or other unsafe conditions. Does the owner agree to comply?			