



Food Cart/Unit in a Pod or Location Approved for 5+ Hours

This worksheet is required for each mobile food carts/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 a part of a special event permit issued by the City, or transitory carts on sites not approved for 5 or more hours.

Please submit this form with your business license application. Additional information:

www.orcity.org/planning/mobile-food-units

Location: _____

Please include a site map or aerial photo showing the location of the cart/unit. A separate worksheet is required for each location in Oregon City.

Requirement	Yes	No	Staff Confirmation
Planning Items: Please call (503) 722-3789 with questions.			
Is the food cart transitory (i.e. it will remain on a property for five hours or less in a twenty-four hour period)?			
Will the food cart only sell food items? This includes food, beverages and associated items. <i>Mobile food carts may not sell cannabis, in any form.</i>			
Will this food cart maintain continuous compliance with applicable federal, state, and city standards? <i>Violations may be subject to Code Enforcement procedures.</i>			
Is the mobile food unit not connected to power by an overhead wire? <i>Power connections may not be connected by overhead wires to the individual mobile food units.</i>			
Is the mobile food units, equipment, customer service areas, and all associated items located on private property (outside of the right-of-way)? <i>Any use of the right-of-way requires an additional review.</i>			
Will the mobile food unit owners maintain responsibility for maintaining the mobile unit and the adjacent site area in a neat and clean condition? This includes but is not limited to regular maintenance and cleaning of the exterior of the mobile food unit to avoid rust and peeling paint, repair of broken or sagging awnings, canopies, platforms, counters, benches, tables, umbrellas, and other structures used by customers adjacent to the mobile food unit. <i>The mobile food unit owner is responsible for the above.</i>			
Is the cart/unit within the space in the pod?			

<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>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>How: _____</p> <p>_____</p> <p><i>No chain link fence is allowed.</i></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>Is the height of the cart less than 45 feet?</p> <p>Height of Cart? _____</p> <p><i>Must not be taller than allowed by the zoning designation.</i></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, please contact the Planning Division.</i></p>			
<p><i>Public Works Development Services: Please call (503) 496-1560 with questions.</i></p>			
<p>Is the mobile food unit connected to a permanent water source?</p> <p><i>A permanent water source is required.</i></p>			
<p>Is the mobile food unit connected to public sewer?</p> <p><i>A connection to public sewer is required.</i></p>			
<p>Does the cart comply with the Stormwater and Grading Design Standards or is it exempt?</p>			
<p>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 a drain. All liquid waste from the waste tank or from cleaning activities such as cleaning the mobile food cart shall be captured and properly disposed of in the sanitary sewer. Do you comply?</p>			
<p>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. Do you comply?</p>			
<p><i>Planning Approval? Yes No Signature: _____ Date: _____</i></p> <p><i>DS Approval? Yes No Signature: _____ Date: _____</i></p>			