



**City of Ketchum
Planning & Building**

Off Site License Application

OFFICIAL USE ONLY
File Number:
Date Received:
By:
Annual License (\$750): <input type="checkbox"/>
Seasonal License (\$525): <input type="checkbox"/>
Approved Date:
Denied Date:
By:

Applicants for an off-site vendor's license shall file a complete application with required documentation for said vendor's license not less than thirty (30) calendar days prior to the date said person desires to engage in or conduct business. A separate vendor's license shall be required for each separate vending stand.

Note: all applications must be accompanied by the applicable license fee, deposit in the amount of \$525, liability insurance in the amount of \$500,000, and a two (2) inch by two (2) inch full-face photograph (showing the head and shoulders of the applicant in a clear and distinguishable manner) of the applicant taken within the last thirty (30) days. License fees are not prorated and are not refundable. A separate license fee shall be required for each separate vending stand, such as, but not limited to, each separate tent, cart or other form of stand.

APPLICANT INFORMATION

Full Name:	Date of Birth:
Social Security Number:	Driver's License Number:
Mailing Address:	Residential Address:
Email:	Phone:

ADDITIONAL EMPLOYEE(S), ATTACH ON SEPARATE SHEET IF NECESSARY

Full Name:	Date of Birth:
Social Security Number:	Driver's License Number:

BUSINESS INFORMATION

Business Name:

A brief description of the nature, character and quality of the goods or services to be offered for sale or delivered. In case of products of farm or orchard, where such products were produced or grown:

A brief description of the proposed method of distributing products:

The property description of each site where the applicant proposed to engage in or conduct business:

The specific dates and times requested to engage in or conduct business:

Federal Tax Payer Identification Number:

State of Idaho Sales Tax Identification Number:

City of Ketchum Non-Property Sales Tax Identification Number:

The nature of the proposed advertising to be done for the business at the proposed location:

If a motor vehicle is to be used in the vending business, a description of the vehicle together with the motor vehicle registration number and license number:

A complete listing of any other licenses or permits issued to the applicant by the City within the past five (5) years:

ADDITIONAL INFORMATION

Written and notarized permission of the owner(s) of the real property reflecting applicant's authority to engage in or conduct business at the specific location(s) identified in the application. Should any question exist as to the owner of said real property, it shall be the duty of the applicant, as part of the application, to satisfactorily establish the same. (Attach to application)

A photograph of any stand ("stand" shall mean any newsstand, table, bench, booth, rack, handcart, tent, pushcart or any other fixture or device which is used for the display, storage or transportation of articles offered for sale by a vendor) which the applicant uses or intends to use to conduct vending. (Attach to application)



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Evidence of a valid electrical inspection for any stand. (Attach to application)

Being first duly sworn, deposes and says, that I am making the foregoing application and make said statements therein and hereafter for the purpose of securing an Off-Site Vendor's License within the corporate limits of the City of Ketchum, and I have read the entire application, known the contents thereof, affirm that the facts stated above and hereafter are true, and I am familiar with the provisions of Title 5, Chapter 5.16, as may be amended.

Applicant's Signature

SUBSCRIBED AND SWORN to before me this _____ day of _____ 20_____.

Notary Public
Residing at: _____
Commission expires: _____

Pursuant to Resolution No. 08-123, any direct costs incurred by the City of Ketchum to review this application will be the responsibility of the applicant. Costs include but are not limited to: engineer review, attorney review, legal noticing, and copying costs associated with the application. The City will require a retainer to be paid by the applicant at the time of application submittal to cover said costs. Following a decision or other closure of an application, the applicant will either be reimbursed for unexpended funds or billed for additional costs incurred by the City.



DESIGN REVIEW MATERIALS:

If some form of stand will be used in furtherance of off-site vending, the following materials and information together with the application shall be supplied by the applicant at time of application:

1. Photograph or drawing of proposed stand with dimensions thereof;
2. Site utilization map in sufficient detail depicting the following:
 - a. Exterior property lines of proposed license site(s) together with dimensions drawn to scale;
 - b. Location(s) of the proposed stand and existing stands and other structures with dimensions thereof showing the setback of each stand from the nearest property line;
 - c. Location and dimensions of the adjacent streets and public ways together with the location of any proposed street or other public way;
 - d. Location of public queuing and circulation resulting from the off-site vending business;
 - e. Location of any existing stands on adjoining properties;
 - f. Location of dumpster and/or garbage can storage areas including the dimensions and proposed screening, and plan for removal of garbage;
 - g. Location and dimensions of easements, private and public, within and adjacent to the proposed project together with the purpose thereof; and,
 - h. Indication of direction of snow slide and drip line from roof of stand.

CRITERIA AND STANDARDS:

The following list of design review criteria must be considered and addressed by each applicant seeking design review approval of a vendor stand. The Administrator will use this list of design criteria as a basis to determine whether an application is to be approved or denied. The Administrator may suggest changes and/or place conditions of approval based upon these design criteria if found necessary to maintain the public health, safety and welfare:

1. Evaluation Standards:
 - a. Compatibility –
 - i. The stand's materials, colors and signing shall be compatible with the townscape and adjoining structures.
 - ii. The stand shall be set back no less than five (5) feet from any and all property lines of the site.



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2. Architectural Quality:
 - a. There shall be continuity of materials, colors and signing within the project (neon and fluorescent colors are prohibited).
 - b. Exterior lighting shall be downlit and shall not have an adverse impact upon other properties and/or public ways.
 - c. Stand design shall include weather protection which prevents water from dripping or snow from sliding onto areas where pedestrians gather and circulate or onto adjacent properties.
 - d. Exterior siding materials shall be of natural wood or masonry origin or similar quality (metal siding is prohibited).
 - e. Garbage storage shall be screened from public view.
3. Circulation Design - Public queuing and circulation resulting from the off-site vending business shall be contained on private property.

DESIGN REVIEW APPLICATION CERTIFICATION OF COMPLETENESS

Project Name:	Reviewed by:
Date:	Time:



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REQUIRED DOCUMENTS (CHECK ALL THAT APPLY):

- Design review application form including project name, location, applicant, owner, project representatives and contact information.

- One (1) PDF electronic set of the complete application containing all requirements as listed below, plans appropriately scaled, shall be submitted. Electronic record of the materials and color sample board may be satisfied with photos. One (1) hardcopy set of scalable plans showing at a minimum the following:
 - Vicinity map, to scale, showing the project location in relationship to neighboring buildings and the surrounding area. Note: a vicinity map must show location of adjacent buildings and structures.
 - Drainage plan (grading, catch basins, piping, and dry-wells).
 - Utilities plan (location and size of water and sewer mains and services, gas, electric, TV and phone).
 - Site plan, to scale, showing proposed parking (including parking stall dimensions), loading, general circulation and snow storage. List square footage of subject property including lot dimensions.
 - Landscape plan (existing landscaping on the site shown and adjacent right-of-way as retained, relocated or removed; proposed landscaping including species type, size and quantity).
 - Floor plan. List gross and net square footage for each floor. List occupancy classification and type of construction.
 - Detailed elevations of all sides of the proposed building and other exterior elements (colors, materials).
 - Exterior lighting plan, pursuant to chapter 17.132, showing location, height, type and lumen output; spec sheets for fixtures; illuminance levels/photometrics for area lighting.
 - One (1) 11" x 17" materials and colors sample board showing all exterior materials used on the façade of the structure. A digital copy may be sufficient as approved by the Administrator.
 - Construction management plan showing where staging will occur, where materials are stored and parking plan for contractors. If any staging or parking shall occur off-site, a staging/parking plan must be submitted including materials storage, excavation (backfill) stockpile areas, job trailers, blue rooms, dumpsters and contractor parking.
 - Building corners for all proposed buildings and additions shall be staked on the site and all trees proposed to be removed shall be flagged at least one week prior to the Commission meeting. The applicant shall install story poles, or other approved method, at the maximum roof peaks of the proposed buildings as required by the Administrator.



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For projects requiring pre-application design review, a model or computer simulation renderings, as described in subsection 17.96.010(C) of this chapter shall be required.

- For new multi-tenant buildings, a master signage plan shall be submitted.
- The Administrator may waive some submittal requirements if it is determined the information is not relevant to the design review.
- Other information as required by the Administrator or the Commission.
- Design review fee shall be submitted as described in section 17.96.100 of this chapter.

STAFF COMMENTS:
