



Sidewalk Vendors APPLICATION CHECKLIST AND SUBMITTAL INSTRUCTIONS

This checklist identifies initial submittal requirements for applications seeking to obtain a Sidewalk Vending Permit. Additional information may be required subsequent to the initial submittal of an application seeking to obtain a Sidewalk Vending Permit, if necessary, per Laguna Woods Municipal Code Section 6.44.040(17).

All application documents are available at www.cityoflagunawoods.org/sidewalkvendors.

One printed copy of each submittal is required. Electronic copies may not be substituted for required printed copies.

Many application documents include “Case #” fields and some application documents include signature and date fields for City of Laguna Woods staff. Please leave those fields blank.

This Application Checklist and Submittal Instructions document is for applicant reference only and is not a required application document.

Where a discrepancy exists between instructions on this Application Checklist and Submittal Instructions document and any application document, the instructions on the application document shall prevail.

REQUIRED GENERAL PLANNING DOCUMENTS

- PES-01 Campaign Contribution Regulations Acknowledgement
 - Wet signature required

REQUIRED SIDEWALK VENDOR DOCUMENTS

- PES-SVE-01 Sidewalk Vending Application
 - Notarize signatures; wet signatures required
 - If claiming that the sidewalk vendor is exempt from obtaining a California Seller’s Permit Identification Number, attach proof of exemption
 - If proposing to offer food for sale or exchange, attach a copy of the sidewalk vendor’s Orange County Health Care Agency Mobile Food Facility Permit

- If proposing to offer food for sale or exchange AND claiming that the sidewalk vendor is exempt from obtaining an Orange County Health Care Agency Mobile Food Facility Permit, attach proof of exemption
- If a roaming sidewalk vendor, attach a description, map, or drawing of the specific route where the roaming sidewalk vendor would operate, including starting point, ending point (or point at which the route repeats), direction of travel, and sidewalk segments involved. If attaching a description, identify the route by both street name and the side of the street (e.g., “northbound Moulton Parkway sidewalk,” where “northbound” indicates the direction of the adjacent vehicle travel lanes).
- If a stationary sidewalk vendor, attach a description, map, or drawing of the specific location where the stationary sidewalk vendor would operate, including the sidewalk segment. If attaching a description, identify the sidewalk segment by street name and side of the street (e.g., “northbound Moulton Parkway sidewalk,” where “northbound” indicates the direction of the adjacent vehicle travel lanes), as well as nearest cross streets and points of reference (e.g., “northbound Moulton Parkway sidewalk between [CROSS STREET ONE] and [CROSS STREET TWO] in front of [POINT OF REFERENCE]”).
- If a stationary sidewalk vendor, attach a site plan demonstrating that the location from which the stationary sidewalk vendor would operate would maintain a minimum clear width of 48 inches of accessible route area for pedestrian travel within the public property when considering all amenities, equipment, merchandise, and reasonably anticipated customer queuing, or other minimum clear width for pedestrian travel required by the Americans with Disabilities Act of 1990 (Public Law 101-336), California Building Standards Code, or other applicable federal or state law or standards regarding disability access.

PES-SVE-02 Indemnification Agreement

- Notarize signature; wet signature and initials required
- Requires letter of authorization if authorized agent signs on behalf of sidewalk vendor

PES-SVE-03 Insurance Agreement

- Notarize signature; wet signature required
- Requires letter of authorization if authorized agent signs on behalf of sidewalk vendor

PES-SVE-04 Operator Acknowledgement

- Notarize signature; wet signature required

There is no application fee.

Applications must be submitted in-person or by mail. No appointment is necessary. Regular office hours are 8 a.m. to 5 p.m., Monday through Friday (closed holidays and as posted).

Please place all documents in an envelope or other container.

Do not mail cash or credit card information.

Credit card transactions are not permitted over the telephone or in writing.

Applications will be accepted until further notice.

City of Laguna Woods
Planning & Environmental Services Department
24264 El Toro Road
Laguna Woods, CA 92637

Please direct questions to planning@cityoflagunawoods.org.