

## **Temporary Use Permit for Mobile Vendors and Kiosk operators**

Thank you for your continued support bringing your business to the Town of Monument. Starting January 2022, Temporary Use permits will be required for every location your food truck is parked within Monument Town limits. There will be a \$50.00 fee per location and will be valid for 2 years.

To apply for a Temporary use permit please visit our website [www.townofmonument.org](http://www.townofmonument.org), which will assist you for registering with our permitting software Cascade.

Below is some important information regarding the Town of Monuments Municipal Code:

### **18.03.350 Temporary uses.**

1. Mobile Vendors. A mobile vendor is permitted to operate anywhere within non-residentially zoned districts within the Town limits, provided that the parking of the vehicle and all activities associated with the sale of goods and/or services, including signage, are prohibited from being within any public right-of-way or public property unless specifically permitted as part of a special event or farmer's market.
  - a. A mobile vendor must provide written permission from the private property owner upon whose land the vendor's vehicle is parked.
  - b. The mobile vending operation must not be determined to be a traffic hazard, either due to its proximity to a traveled way, sight obstruction, parking issues, pedestrian access, or other hazard as determined by the Town.
  - c. A mobile vendor cannot be located within one thousand (1,000) feet of another mobile vendor or kiosk, unless operating as a part of, or in conjunction with, a permitted special event or farmer's market.
  - d. Any signage for mobile vendors must meet the requirements of Chapter 6 of this title. A banner or sandwich sign (but not both) may be used for signage for a mobile vendor, pursuant to the regulations in Chapter 6 of this title, except that a sandwich or banner sign may not be located further than twenty (20) feet from a mobile vendor and may not be located within a public right-of-way, nor on public property. Banner signs do not need to be affixed to a permanent base.
  - e. The vehicle and signage must be removed daily by the vendor.
  - f. Mobile food cart(s), excluding motor vehicle or trailers may operate in a single location without a permit. If located in the right-of-way or on public property, a revocable permit is required.
4. Other Requirements.
  - a. State of Colorado Sales Tax License/Tax ID Number. Every mobile vendor or kiosk operator is required to obtain a valid State tax identification number and remit all applicable sales taxes to the appropriate agencies.
  - b. Health Department Permit. Any mobile vendor or kiosk operator selling any type of foodstuffs that require an El Paso County Department of Public Health and Safety permit must submit a copy of the permit to the Town prior to startup of operations.
  - c. Insurance. Liability insurance acceptable to the Town is required for all mobile vendors and kiosk operators.

If you have any questions or concerns, please feel free to call 719-884-8015 or email [trust@tomgov.org](mailto:trust@tomgov.org).

Respectfully Yours,

Theresa Rust  
Planning Technician