



### Mobile Vendor Zoning Checklist

Receipt of a Business License for a Transient/Mobile Vendor does **not** exempt a business from complying with the City’s Zoning Ordinance, including Article XI, Off-Street Parking & Loading Requirements. A summary of the City’s Zoning Code regulations that are applicable to Transient/Mobile Vendor Businesses are listed as follows:

- Outside of City Sanctioned Special Events, a mobile vendor may only set-up on developed, private property. A vendor cannot set-up on a vacant parcel or lot, in a City park, or within the public right-of-way. The land must be properly zoned.
- Appropriate zoning districts for a mobile vendor include C-1, C-2, C-3, M-1, and M-2. If zoned as a Planned District (C-4, M-3, and PUD), the City will need to check the “Project Text” associated with the Planned Development. This is required to ensure that mobile vending or temporary uses are not specifically identified as being impermissible. If zoned C-5, the approval of the Old Towne Design Review Committee is required.
- A mobile vendor may only set-up on paved areas. Fireworks Tents are the only temporary use the Zoning Code allows to set up on gravel.
- The mobile vendor must vacate the site daily; trailers cannot be stored on the premises overnight.
- Before Zoning sign-off on any site, the City must make a determination that there is available area in the parking lot. To obtain Zoning sign-off on any site, the mobile vendor must identify all locations in the City where they plan to set-up. For the site, a drawing (drawn over a “google” map or aerial) must be submitted to show the specific location in the parking lot where the trailer is proposed to be set-up. The zoning code requires a minimum number of parking spaces based on the primary use of the property. A mobile vendor cannot be set up in spaces that are regularly used, located in a fire lane, loading zone, or create a hazard by setting-up in high traffic drive-aisles.
- Written permission from the property owner for all sites is required.
- No portable or temporary signs or banners are permitted. This includes the pendant signs and A-frames.

**ATTACH PARKING LOT DRAWING:**

Mobile Vendor Set-Up Site Address: \_\_\_\_\_

Property Owner’s Name (Printed) \_\_\_\_\_

Property Owner’s Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

I/WE ACKNOWLEDGE THAT I/WE HAVE READ THE ABOVE SUMMARY OF THE ZONING REGULATIONS REGARDING MOBILE VENDORS AND THAT I/WE FULLY UNDERSTAND THEM AND AGREE TO COMPLY. BY SIGNING BELOW I/WE UNDERSTAND THAT VIOLATION COULD RESULT IN A CITATION TO APPEAR IN THE CITY OF OLIVE BRANCH MUNICIPAL COURT TO CEASE THE MOBILE VENDOR BUSINESS, PLUS OTHER PENALTIES AVAILABLE PER APPLICABLE LAW.

Vendor Business Name \_\_\_\_\_

Print or type name: \_\_\_\_\_

Email : \_\_\_\_\_ Phone #: \_\_\_\_\_

Applicant Residence Address: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Olive Branch, Mississippi is one of America’s most livable cities, where one can live, work, worship, and play without leaving home. The City of Olive Branch municipal government strives to provide efficient and effective public services that promote this quality of life.