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Jade Anderson
3/24/2025

COMPLETE
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MOBILE AND ITINERANT VENDOR HOSTING APPLICATION

Department of Community & Economic Development

321 E. 5th Street, Port Angeles, WA 98362

360.417.4750 | www.cityofpa.us | ced@cityofpa.us

APPLICANT INFORMATION

Applicant Name: _____ (Property Owner: Yes No)

Business Owner (If other than applicant): _____

Phone: _____ Email: _____

Washington State Business license #: _____

APPLICATION / PERMIT TYPE

What kind of vendors do you want on site:

Mobile Vendor (non-food sales or production)

Itinerant Vendor (non-food sales or production)

Mobile Vendor (food sales or production)

Itinerant Vendor (food sales or production)

Planned Days of Operation:

Planned Hours of Operation:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun	Mon	Tue	Wed	Thur	Fri	Sat

SIGNATURE

I have read and completed the application and know it to be true and correct. I am authorized to apply for this permit and understand that it is my responsibility to determine what permits are required and to obtain permits prior to work, use, or activity. I understand that I will forfeit review fees if I withdraw the application before the permit is issued.

Date _____ Print Name _____ Signature (Owner Representative)

STAFF USE ONLY:

Notes:

Date Stamp



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APPLICATION REQUIREMENTS

An MIV Host in any zone shall comply with the following development standards:

- Project Narrative:** Describe project goals, plan, and outcome. An explanation of how the vendor(s) is set up and their set-up status (permanent, semi-permanent, or combination), restroom access details, water access, and garbage waste disposal.
- Site Plan:** Scale (not larger than 1" = 20' or smaller than 1" = 200') with the following items as applicable:
 - Natural Features.** Scale map of natural features such as ravines, slopes greater than 35%, critical areas and their buffers, and shorelines with the ordinary high-water mark.
 - Location of Driveways and Circulation.** Layout of driveways, pedestrian walks, curbs, gutters, street paving, fire hydrants, on-site water sources, and sewage disposal systems.
 - Structures.** Location(s), size(s), height, and gross floor area for all existing and proposed structures or improvements.
 - Stormwater Systems** (if applicable). Nature and location of temporary and permanent stormwater systems.
 - Traffic and Parking.** Locations of entrances and exits, traffic flow, parking spaces, loading berths, vehicle maneuvering areas, and their relationship with adjacent properties.
 - Site Area Details:** Approximate number of square feet in paved or impervious surfaces, open spaces, wetlands, and steep-unstable slopes; total area of the site.
 - Boundaries and Dimensions.** Show the location and approximate dimensions of land boundaries proposed for development.
 - Contiguous Property.** Indicate all contiguous property owned by the applicant.
 - Easements and Rights-of-Way.** Approximate location, width, and name of recorded easements and rights-of-way, including public service or utilities.
 - Site Plan Title Block including:**
 - Name, Address, & Telephone Number;
 - Applicant contact details;
 - Date of Drawing;
 - Legend;
 - Site address or tax assessor parcel number;
 - Total approximate area of the site and each parcel or lot;
 - North arrow;
- Lighting Plan** (if applicable):
- Landscaping Plan** (if applicable):
- Sign Plan** (if applicable):
- Noise Mitigation Plan** (if applicable):

For more information, please see Port Angeles Municipal Code Section "(MIV) Mobile and Itinerant Vendors". Please contact the Department of Community & Economic Development for further inquiries about the MIV Hosting process.