



This information bulletin describes the minimum submittal requirements for a Pushcart Neighborhood Use Permit. This permit is required for installations of pushcarts in the public right-of-way. Pushcarts installed on private property, such as malls and retail spaces, are not covered by this information bulletin.

I. WHAT IS A PUSHCART?

A pushcart is a moveable, wheeled, nonmotorized vehicle used by vendors for the sale of food or beverage products, fresh-cut flowers, or live plants in pots.

A. Permitted Locations on Private Property

Pushcarts are permitted on *private* property as a limited use in the zones indicated with an "L" in the Use Regulations Tables in Chapter 13, Article 1 (Base Zones). Although a Neighborhood Use Permit for a Pushcart on private property is not required from the City of San Diego, the pushcart must comply with the Pushcart Regulations as identified in Land Development Code Section 141.0619.

B. Permitted Locations on Public Property

Pushcart may be permitted in the public right-of-way with a Neighborhood Use Permit in the zones indicated with an "N" in the Use Regulations Tables in Chapter 13, Article 1 (Base Zones), or in Planned Districts as identified in Chapters 10 and 15.

C. Pushcarts in Gaslamp Quarter

Pushcart operators who are requesting to locate their pushcarts on *public property* in the Gaslamp Quarter located in the Downtown Community Plan planning area, please contact Civic San Diego (CSD) at (619) 235-2200 to obtain a Neighborhood Permit for the Pushcart, or the Development Services Department at (619) 446-5000 to determine if the proposed location for your pushcart is in the Gaslamp Quarter.

II. SUBMITTAL REQUIREMENTS

Phone (619) 446-5300 to schedule a submittal appointment for a Pushcart Neighborhood Use Permit. At this appointment, provide information in the quantities shown.

Documents referenced in this Information Bulletin

- [Land Development Code](#)
- [Information Bulletin 503](#), Fee Schedule for Development & Policy Approvals/Permits
- [Information Bulletin 512](#), How to Obtain Public Noticing Information
- [Ownership Disclosure Statement, DS-318](#)
- [Pushcart in the Public Right-of-Way Authorization Form, DS-502](#)
- [General Application, DS-3032](#)
- [Supplemental Discretionary Application, DS-3035](#)
- [Encroachment and Maintenance Removal Agreement, DS-3237](#)
- [Deposit Account/Financially Responsible Party, DS-3242](#)

A. Application Package

Provide one copy of the following documents:

1. **General Application (DS-3032)**
2. **Ownership Disclosure Statement (DS-318)**, signed by the property owner where the pushcart is located.
3. **Supplemental Discretionary Application (DS-3035)**
4. **Encroachment and Maintenance Removal Agreement (DS-3237)**. An Encroachment Maintenance and Removal Agreement allows for the placement of improvements in the public right-of-way. This is required at the time of submittal. This form must be signed and notarized by the property owner where the pushcart is located. If the property owner and business owner are different, ensure this form is signed and notarized by the *property owner*.
5. **Deposit Account/Financially Responsible Party (DS-3242)**
6. **Grant Deed** - A copy of the Grant Deed is required to provide proof of current ownership for the adjacent street level business.
7. **Authorization Form**

The applicant must submit an Authorization Form signed by the property owner where the pushcart is located. The Authorization Form must be notarized. By signing

the Authorization Form, the property owner is giving the pushcart operator permission to install and operate the pushcart on the owner's property.

B. Photographic Survey

Provide one set of photographs showing the area for the proposed pushcart. The photographs should be in color (minimum size 3" x 5" and maximum size of 8" x 10"), placed in an envelope (not mounted), and include a map with key indicating the location and direction each photograph was taken. In addition to print photos, if available, provide a CD-R containing digital photos submitted for the Photographic Survey. The photos should be saved in the jpg format, numbered consistently with the provided key map, and sized no smaller than 3"x5" and no larger than 8"x10".

C. Public Notice Package

A public notice package is required as part of your submittal. This will be used to notify adjacent tenants and property owners of the proposed pushcart. See Information Bulletin 512, "How to Obtain Public Noticing Information" for more details.

D. Plans

Plans must be fully dimensioned and no larger than 8 1/2 inches by 11 inches. Provide six (6) sets of plans, to include:

1. Site Plan

The site plan shows the general layout of the area where the pushcart will be located. A sample site plan is provided on page 3 of this bulletin. It must be fully dimensioned and provide the information listed below.

- a. Show the adjacent street-level business owner's name and address.
- b. Show the pushcart owner's name and address.
- c. Show the legal description and Assessor's Parcel Number(s) for the adjacent property.
- d. Show the zoning designation and all overlay zone designations.
- e. Street, curb, sidewalk and, property lines and all existing/proposed improvements in the sidewalk area.
- f. Frontage of the building or tenant space where the proposed pushcart will be located.
- g. Dimensions of the pushcart.
- h. Dimensions of the distance between the pushcart and the curb. A minimum of 8'-0" of paved sidewalk must be provided for sufficient pedestrian traffic.

- i. Dimensions of the distance between any obstruction (parking meters, lights, signs, mailboxes, trees, tree grates, etc.) in the sidewalk area to the pushcart. A minimum distance of 8'-0" is required for pedestrian traffic.

2. Elevation Plan

This is a dimensioned drawing of the pushcart as seen from the sidewalk. Photos may be substituted for elevation drawings. Include the following information on the elevation drawing or photo:

- a. Front view of the pushcart.
- b. Dimensions of the height of the pushcart.

3. Deposit / Fees

These must be paid at the time of submittal. See Information Bulletin 503, "Fee Schedule for Development & Policy Approvals/Permits."

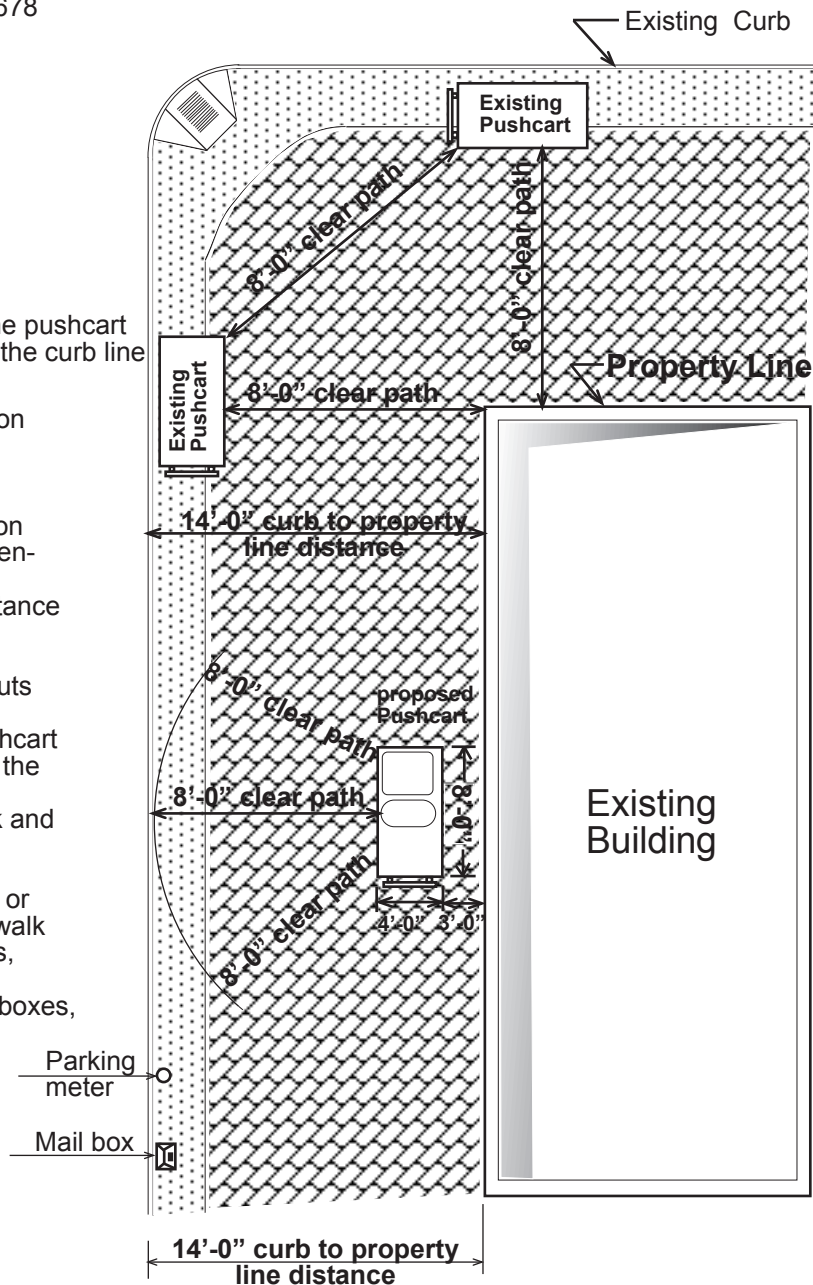
Sample Pushcart Site Plan

Owner: John Smith
 Property Address: 1234 Pushcart Ave
 San Diego CA 92101
 Pushcart Subdivision, Map 5678
 APN 111-222-33

No portion of the pushcart
 shall overhang the curb line

Indicate the following items on
 the Pushcart Site Plan:

1. North Arrow
2. Complete Legal Description
3. All property lines fully dimensioned
4. Curb to Property Line Distance dimensioned
5. Location and width of all existing sidewalks, curb cuts and driveways
6. Location of proposed Pushcart
7. Dimension the location of the Pushcart in relation to the existing building, sidewalk and curb line
8. Dimension the distance between any obstructions or improvements in the sidewalk area to the pushcart, trees, trash containers, parking meters, traffic signs, mail boxes, utilities etc.



Scale: 1/8" = 1'-0"

