



## THE CITY OF KEY WEST

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### Outdoor Vending Policy for Booths, Kiosks, and Vending Carts

#### Building/Planning:

1. Planning Department will determine if the proposed or established booth, cart, or kiosk is an expansion of the principal business or an independent vendor
2. Outdoor Display Ordinance applies, Land Development Regulation Sections 106.26 through 106.56 and Section 102.282
3. All proposed outdoor vending must be on private property zoned for commercial activity
4. ADA accessible facilities must be available to both the customers and the operator. A letter must be presented stating that these facilities are available during all hours of operation and must be signed by the business owner in whose structure the restrooms are located and by the property owner if the business is in a lease structure
5. Outdoor vending shall not displace parking and is discouraged in the front and side yard
6. If located within a historic zoning district, a Certificate of Appropriateness is required
7. Off-street parking requirements can be found in LDR Sections 108.572 through 108.576
8. The overall size of the vending cart, booth, or kiosk shall not exceed 64 square-feet
9. Any booth or kiosk permanently affixed to the ground, slab, or to any other surface must have tie-downs and building permits
10. Any modifications to the site to accommodate the booth or kiosk and/or connect the booth or kiosk to water, sewer or electrical will require building permits
11. Impact and connection fees are applicable
12. Must abide by all zoning regulations including but not limited to setbacks and lot coverage
13. A Certificate of Appropriateness is required for all signage within the historic district. Roof signs, lights, and blinking/flashing signs, and signs over city's right of way are not permitted
14. Fire Department approval is required
15. If proposed location will impact greenspace, Urban Forestry must provide approval

#### Licensing:

16. All regular licensing requirements must be met; including but not limited to proof of sales tax, commercial waste contract, lease, fictitious name, registration, and state health approval
17. Each vending booth, cart, or kiosk must have its own occupational license

#### Definitions:

- Booth- a stall, table, desk, carrel, or stand with or without a roof used for the sale of retail goods, services or beverages that is not permanently attached to the ground
- Kiosk- a small structure affixed to the ground or floor with an affixed roof in which one or more persons can stand or sit inside for the sale of retail goods, services, food or beverages. Kiosks may have electric and plumbing connections.
- Carts- a small wheeled vehicle typically pushed by hand and used for the sale of retail, goods, services, food and or beverages.