



FOR ASSISTANCE VIEWING OR READING ANY CITY DOCUMENTS,

contact the City's ADA Coordinator via email adacoordinator@fortcollins.gov or phone: 970-416-4254.

[A Request for Reasonable Accommodation](#)
can also be completed online.

For more information about the City's Non-Discrimination policy and Accessibility efforts, visit FortCollins.gov/Non-Discrimination.





Financial Services
Sales Tax Division
215 North Mason Street, 2nd Floor
P.O. Box 580
Fort Collins, CO 80522
970.221.6780
970.221.6782 - fax
fcgov.com/salestax

**AUTHORIZATION TO UTILIZE PROPERTY
FOR PRIVATE PROPERTY NOT ON STATIONARY VENDING LIST**

I, the undersigned owner of the property at _____ (address), hereby consent to the occupancy of said property by _____ (vendor name) for the sole purpose of conducting retail sales and providing off-street parking of motor vehicles for customers. The hours of operation and period for which this consent is valid are as follows:

The proposed hours, days, and dates are proposed and subject to review and final approval.

Hours _____ a.m./p.m. to _____ a.m./p.m.

Days of week _____
YOU MAY NOT VEND MORE THAN 3 DAYS PER WEEK AT A LOCATION

Dates _____

I understand that _____ (vendor name) will operate his/her business on the premises described above under the terms and conditions of an Outdoor Vendor License to be issued by the City of Fort Collins, Colorado, including vacating premises from 3:00 a.m. to 7:00 a.m.

I FURTHER UNDERSTAND THAT I MUST APPLY FOR A MINOR AMENDMENT THROUGH THE ZONING DEPARTMENT TO ESTABLISH OUTDOOR VENDING MORE THAN 3 DAYS PER WEEK.

In the event the licensee violates any of the terms and conditions of the license or attempts to operate without such a license, this consent may be withdrawn without notice.

I further understand that in issuing such license, the City of Fort Collins assumes no legal liability or duty of care regarding the licensee's business operation.

In consideration of the City's issuance of said license which is of mutual benefit to myself and the licensee, I hereby release the City, its employees, officers, agents, and assignees from all liability for claims of damages of any kind whatsoever, present or future in any way relating to or arising from the conduct of the licensee's business operation on my premises.

Signature of Property Owner or Authorized Agent

Date

Print Name of Property Owner or Authorized Agent

Email

Company Name of Property Owner

Telephone Number