



**CITY OF LAREDO**  
**BUILDING DEVELOPMENT SERVICES**  
**APPLICATION FOR PRIVATE PREMISES VENDORS PERMIT**

PERMIT # \_\_\_\_\_ DATE: \_\_\_\_\_  
 APPLICANT: \_\_\_\_\_ OWNER: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
 TELEPHONE: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

\*NOTE: If applicant is different from the owner named on the deed, page two (2) of this application must be completed and notarized.

**Address of location for Private Premises Vendors Permit:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**TYPE OF PRIVATE PREMISES VENDORS PERMIT REQUESTED**

\_\_\_\_\_ SIX (6) WEEK PERMIT (\$100 ON OWN PROPERTY; \$500 ON SOMEONE ELSE'S PROPERTY)

\_\_\_\_\_ SEASONAL PERMIT (\$200 PER YEAR OR \$50 PER SEASONAL EVENT; MAXIMUM OF FOUR (4) SEASONAL EVENTS PER YEAR

\_\_\_ Valentine's Day    \_\_\_ Easter    \_\_\_ Mother's Day    \_\_\_ Father's Day  
 \_\_\_ Veteran's Day    \_\_\_ Christmas    \_\_\_ All Saints Day

\_\_\_\_\_ RENEWAL OR RELOCATION (\$15 FOR AN ADDITIONAL SIX WEEK TIME PERIOD; MAXIMUM OF ONE RENEWAL OR RELOCATION PER YEAR)

DESCRIPTION OF TYPES OF GOODS OR SERVICES TO BE OFFERED FOR SALE OR RENTAL:

\_\_\_\_\_  
 \_\_\_\_\_

PRESENT LAND USE: \_\_\_\_\_

PRESENT ZONING: \_\_\_\_\_

**THE FOLLOWING DOCUMENTS MUST BE PROVIDED WITH THIS APPLICATION**

\_\_\_\_\_ COPY OF RECORDED DEED    \_\_\_\_\_ SITE PLAN    \_\_\_\_\_ COPY OF TAX-ID PERMIT

LEGAL DESCRIPTION OF PROPERTY\*:

LOT: \_\_\_\_\_ \*PORCION(ES): \_\_\_\_\_  
 BLOCK: \_\_\_\_\_ \*SURVEY: \_\_\_\_\_  
 SUBDIVISION: \_\_\_\_\_ \*ABSTRACT: \_\_\_\_\_  
 NO OF LOTS: \_\_\_\_\_ \*NO OF ACRES: \_\_\_\_\_

\*For properties not in a recorded subdivision, submit a complete metes and bounds description by a Texas Registered Public Surveyor.

\_\_\_\_\_  
 Applicant Signature                      Date                      Owner Signature                      Date

Approved by: _____	Date: _____
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AFFIDAVIT  
THE STATE OF TEXAS  
COUNTY OF WEBB

BEFORE ME, the undersigned official, on this day personally appeared \_\_\_\_\_ who is personally known to me; and first being duly sworn according to law upon his/her oath deposed and said: "My name is \_\_\_\_\_ I am over eighteen (18) years of age and I reside at \_\_\_\_\_. I have personal knowledge of the facts stated herein, and they are all true and correct. I own the property on which this proposed Private Premises Vendors Permit will apply. I have designated \_\_\_\_\_ (NAME & PHONE NUMBER) to represent me in filing an application for a Private Premises Vendors Permit with the Building Development Services of the City of Laredo. In relation to this, it is my understanding that as owner of the aforementioned property either I or my designated representative may appear on behalf of the proposed Private Premises Vendors Permit. It has been explained to me and I understand that a written notice must be filed with the Director of Building Development Services or the City of Laredo, Texas to give notice to the City of the termination or substitution of representation in this application

\_\_\_\_\_  
Affiant

On \_\_\_\_\_, 20\_\_ , personally appeared, \_\_\_\_\_ and having been duly sworn by me, subscribed to the foregoing affidavit and has stated that the facts therein are true and correct.

\_\_\_\_\_  
Notary Public, State of Texas

## **SITE PLAN GUIDE**

Application for vendors permit requires submission of a site plan with the application. The site plan is used by the Building Development Services in their decision making process.

An accurate site plan must be submitted or the application will be put on hold. An accurate site plan must contain the following information before it can be accepted:

- 1) The site plan should be drawn to scale on 8 ½ x 11 inch paper, (1 in.= 20 ft. usually works well), with an arrow showing north.
- 2) Include the legal description and address of the site.
- 3) Show all lot lines and/or boundaries and measurements.
- 4) Show any streets which abut the site. Street names must be included.
- 5) Show all existing and/or proposed entrances, exits, and off-street parking.

NOTE: Site plans for locations which will be used for commercial purposes must show required off-street parking, maneuvering space, and fencing. No head-in parking is allowed.

- 6) Show all existing and/or proposed buildings or structures on the site, and their dimensions. NOTE: Any proposed structures on the site must be shown with the proper setbacks. (Setbacks should be drawn with dashed lines.)
- 7) Location and dimensions of all proposed signage.

## **GUIA PARA EL PLANO DE UBICACION**

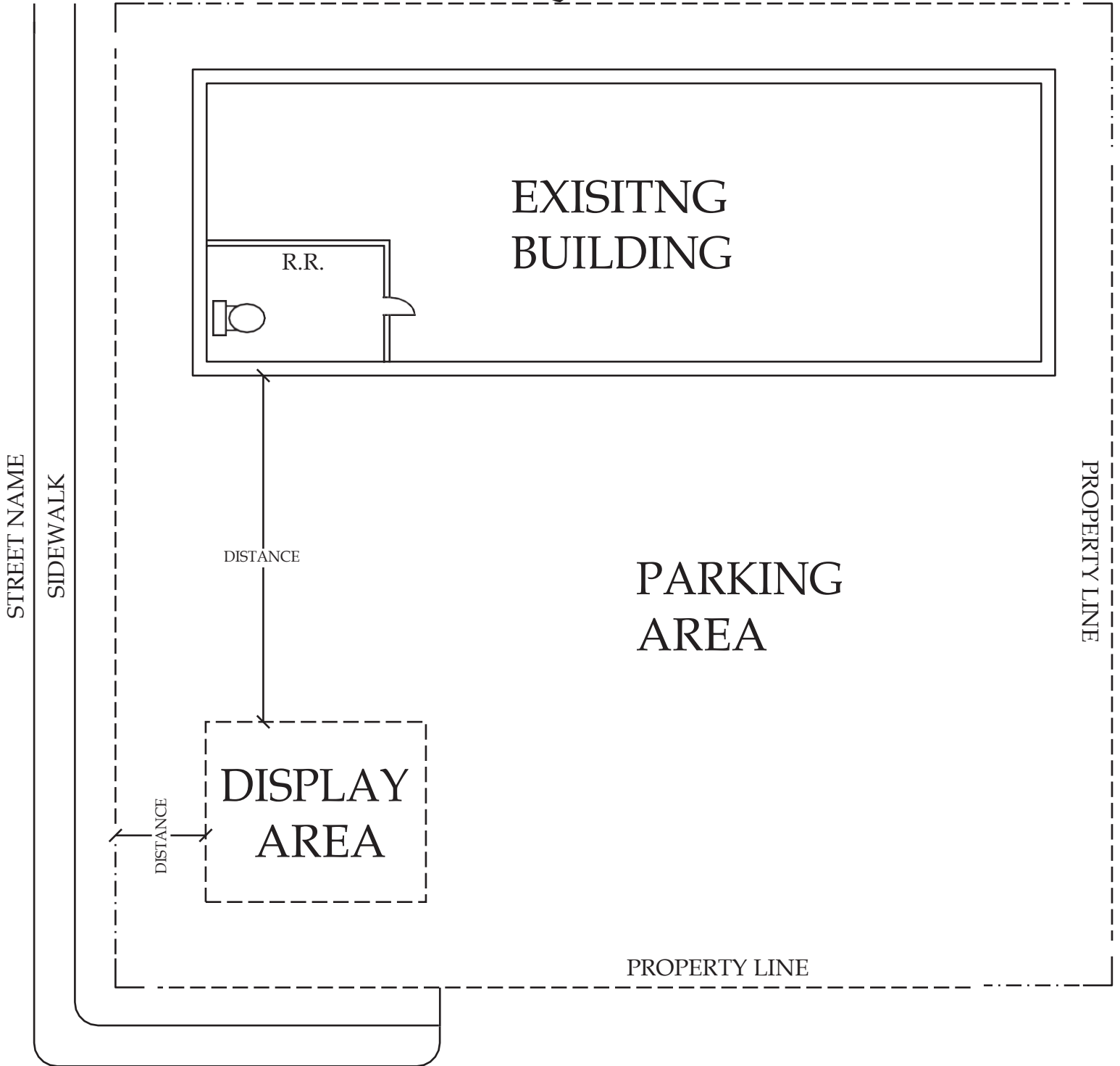
La solicitud de un permiso para vender en propiedad privada, requiere presentar un plano de ubicacion junto con su respectiva solicitud. Este plano es utilizado por el departamento de planificacion durante el proceso que se lleva para otorgar un permiso.

El plano de ubicacion debeni presentarse con la mayor precision posible o la aplicacion se vera aplazada hasta obtener el correcto. Un plano de ubicacion preciso debe contener la siguiente informacion antes de ser aceptado:

- 1) Debera ser dibujado a escala en una hoja de papel de 8 'h x 11 pulgadas (por lo general la escala: 1 pulg. = 20 pies, funciona bien), incluyendo la flecha sefialando el Norte.
- 2) Debera incluir la descripción legal correcta y el domicilio fisico del sitio.
- 3) Debera mostrar todas las lineas divisorias y/o limites del terreno y sus medidas.
- 4) Debera mostrar las calles proximas al sitio incluyendo sus respectivos nombres.
- 5) Debeni mostrar todas las entradas, salidas y estacionamientos existentes y/o propuestos. \*NOTA: Planos de ubicación que senm utilizados para propósitos de uso comercial, debenin presentar area de estacionamiento exclusive, espacio de maniobras y cercados requeridos. Nose permite estacionamiento ajeno al edificio.
- 6) Debera mostrar todos los edificios o estructuras existentes y/o propuestas en ellugar y sus dimensiones \*NOTA: Cualquier estructura propuesta en el sitio debera mostrarse respetando las restricciones propias del terreno (los limites a respetar deberan dibujarse con linea interrumpida)
- 7) Debera mostrar ubicación y dimensiones de seiialamiento y anuncios propuestos.

**Email Application to: [bldgpermits@ci.laredo.tx.us](mailto:bldgpermits@ci.laredo.tx.us)**

# PLAN REQUIREMENTS



## SITE PLAN

SCALE:

ZONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_

STREET NAME

- REQUIREMENTS
- BATHROOMS
  - MAXIMUM 300 FT FROM DISPLAY AREA
  - TRASH BINS