



CITY OF JUNCTION CITY
BUILDING & PLANNING DEPARTMENT

**MOBILE FOOD UNIT
TYPE I APPLICATION PACKET**

- Submit your completed application packet with documentation to Planning at 1171 Elm Street
- Payment of the base fee is due at the time an application is submitted.
- If you have questions, contact the Permit Technician, Dawn Northey at 541-998-4763 or jcplanning@ci.junction-city.or.us

Staff Contact: Permit Technician, Dawn Northey

Planning ■ 1171 Elm Street/PO Box 250 Junction City OR 97448

Ph 541-998-4763 ■ jcplanning@ci.junction-city.or.us ■ www.junctioncityoregon.gov

City of Junction City

LAND USE APPLICATION – TYPE I

Table 2

Land Use Review Classifications – Refer to JCMC 17.150.070

	Type I	Type II	Type III Public Hearing	Type IV Public Hearings
Administrative Decision (City Administrator or Designee) Exception: Final Subdivision Plats are reviewed by the Planning Commission (Decision can be appealed to Planning Commission)	X			
Planning Commission Decision (No public hearing however one can be requested) (Decision can be appealed to City Council)		X		
Planning Commission Public Hearing and Decision (Decision can be appealed to City Council)			X	
Planning Commission Public Hearing and recommendation to City Council; City Council Public Hearing and Decision (Appealed to Oregon Land Use Board of Appeals)				X

Table 3

Land Use Application Review Steps

	Type I	Type II	Type III Public Hearing	Type IV Public Hearings
1. Land Use application submitted	X	X	X	X
2. Completeness Review to determine if all necessary information is included with application (14-30 days)	X	X	X	X
3. Application is incomplete, necessary information is requested from applicant/representative (application on hold)	X	X	X	X
4. Application is deemed complete and applicant/representative notified	X	X	X	X
5. Tentative date set for application to go before the Planning Commission	X Final Plat	X	X	X
6. Tentative date set for application to go before the City Council				X
7. Department of Land Conservation & Development (DLCD) 35-day notice			X Amendment only	X Amendment only
8. Referrals sent to City Departments and outside agencies for their review (14-21 day response period, 30 days if Wetlands involved)	X	X	X	X
9. Opportunity to Comment mailed to property owners w/in 300-feet of subject site (may run concurrent w/ Referrals) (20-40 days before meeting)		X		
10. Planning Commission Notice of Public Hearing mailed to property owners within 300-ft of subject site (may run concurrent with referrals) (20-40 days prior to public hearing)			X	
11. Planning Commission review and decision	X Final Plat	X	X	
12. Planning Commission Recommendation to City Council			X Map Amendment	X
13. City Council Notice of Public Hearing mailed to property owners within 300-ft of subject site (may run concurrent with referrals) (20-40 days prior to public hearing)				X
14. City Council review and decision			X Map Amendment	X
15. Letter of Decision, with supporting documentation, sent to applicant/representative (w/in 5 business days of decision)	X	X	X	X
16. Appeal Period begins day notice is sent to applicant/representative	X	X	X	X
17. Decision becomes final (unless appealed)	X	X	X	X

* Junction City Municipal Code 17.150.130 states multiple land use applications may be applied for at one time. An applicant may request reviews be conducted parallel to one another, or concurrently. If reviewed concurrently, they will be reviewed under the highest Land Use classification (i.e. a Type I review application concurrent with a Type IV, both are reviewed as a Type IV).



JUNCTION CITY PLANNING OFFICE MOBILE FOOD UNIT PERMIT APPLICATION

- Application Fee: \$100
- Approved Permits valid for 12 months from date of approval
- Mobile food units permitted in Central Commercial, or General Commercial zones

Staff Review of your application may reveal the need for more information &/or other permits.

Section 1. Applicant Information

Name:		Ron Stansbury	
Mailing Address:		92998 Hwy 99 S Junction City OR 97448	
Email Address:		stansburyron@yahoo.com	Phone: 727-452-9420
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Lane County Health Department License is attached (must be valid for duration of permit)	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Proof of liability insurance is attached (must be valid for duration of permit)	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Site Plan is attached	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Signed Proof of Placement Permission is attached (If not property owner)	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Mobile Food Unit has a containment field for the water	
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Mobile Food Unit has a degreaser system <i>No grease produced</i>	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	How will wastewater be disposed? <i>On Site dump station</i>	
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Mobile Food Units needs connection to City water &/or sewer (if yes, additional permits required)	
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Will electrical service be needed? If yes, describe (additional permit may be required) <i>115 V outlet</i>	
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Does your food truck have a suppression system <i>N/A</i>	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Mobile food unit can be secured when not in use	

Section 2. Property Owner Information (If not Applicant)

Name:		Owen Fowst	
Mailing Address:		Unknown	
Email Address:		Unknown	Phone: 541-521-4610

Section 3. Site Information (Location of Mobile Food Unit)

Site Address:		190 Ivy St. Junction City OR 97448	
Zoning:	Present Use/Uses: Food Court		

Section 4. Additional Information

Is this application being filed with other land use applications?
If yes, describe: *No*

I acknowledge the information provided is true and accurate. All agreements, terms, and resolutions of conflict between myself and the property owner related to the location and operation on the above referenced property are a private party matter and are neither regulated nor enforced by the City of Junction City. Violation of JCMC Chapter 17.135 or a violation of any applicable land use approval may result in revocation of my Temporary Mobile Food Unit Permit.

Applicant Signature:  Date: *9/24/25*

Application fee is due at the time an application is submitted. Additional fees may apply

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Site Plan must include:

- Location of the mobile food unit on the site
- Uses on surrounding properties.
- Vehicle parking and access
- On-site parking (if any)
- Pedestrian access/circulation (public sidewalks and on-site walkways)
- Exterior lighting
- Signage, other than painted/written directly on mobile food unit (may require sign permit)

Use this space or separate paper for site plan.

See Attached

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**JUNCTION CITY PLANNING OFFICE
PROOF OF PLACEMENT PERMISSION
PROPERTY OWNER APPROVAL**

Property Address: 190 Ivy St. Junction City OR 97448

Property Owner Name: Josak Investments

Owner Mailing Address:

Mobile Food Operator Name: Ron Stansbury

Mobile Food Unit Business Name: Hot Diggity Dog Cart

By signing this form, I, as the property owner, authorize the above-named Mobile Food Unit Operator to conduct business on my property. I understand that all agreements, terms, and resolutions of conflict between myself and the Mobile Food Unit Operator related to their location and operation on the above referenced property are private party matters and are neither regulated nor enforced by the City of Junction City.

Property Owner Signature: Owen Fowst

Date: 9/24/25