



# Shopping Cart Retention/Retrieval Plan APPLICATION

SCRP (Fee: \$0)

Created 5/09 LK

**PLEASE NOTE THAT BOTH SIDES OF THIS APPLICATION MUST BE COMPLETED  
(ATTACH ADDITIONAL DOCUMENTATION AS REQUIRED)**

## **PROJECT INFORMATION:**

Business Name: \_\_\_\_\_

\_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

Business Telephone: \_\_\_\_\_

## **APPLICANT INFORMATION:**

\_\_\_\_\_

Contact Person

\_\_\_\_\_

Title

\_\_\_\_\_

Telephone No.

\_\_\_\_\_

E-Mail Address

\_\_\_\_\_

Mailing Address

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip Code

## **FOR CITY USE ONLY**

Application No: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APN(s): \_\_\_\_\_

## ***Certification***

*I hereby certify under penalty of perjury that the property owner or authorized agent thereof has reviewed this application, and that all of the information contained in this application, and in the accompanying attachments, is true and correct. I am aware that failure to supply the required information (as stated herein) will result in a rejection of this application, and understand that any false or misleading information shall be grounds for denying this application.*

\_\_\_\_\_  
**Applicant** (please print or type)

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**



# SCRP APPLICATION

## **SUBMITAL REQUIREMENTS:**

Attach all of the following required items to your permit application for City review and approval:

- ☐ **1. SITE PLAN** A plan, no smaller than 8½” by 11”, providing a legible, general description of the business site and the specific location(s) of the designated cart collection area(s) on the property. Show the locations of required building-mounted signage (see #3, below).

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- ☐ **2. COLLECTION PLAN** **OFF-SITE:** A written description of how off-site carts will be collected and evidence of who (i.e., employees or a professional retrieval service) will collect them. If a professional retrieval service is to be used, include a copy of their contract for service; and  
**ON-SITE:** A written description of on-site cart management (how frequently carts are brought back to their enclosures/staging areas, overnight storage, etc.).
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- ☐ **3. SIGNAGE PLAN** A plan, no smaller than 8½” by 11”, which illustrates:  
**a.** The design, size, colors and content of signage required for your Shopping Carts;  
**b.** The design, size, colors and content of signage required for your Building Exteriors.

(See the *SCRP Signage Guide* for examples of complying signage)

## ***A NOTE REGARDING SHOPPING CART RETENTION/RETRIEVAL PLANS***

Businesses that use carts in the City of Lake Forest are required to submit a Shopping Cart Retention/Retrieval Plan (SCRP), which is a plan that indicates the business’ strategy for shopping cart retrieval. Businesses within the same center may share a SCRCP. The SCRCP is approved by the City and establishes a business’ responsibility for containing and managing their carts on-site to the greatest extent practicable, and - if necessary - for collecting all carts found off-site within 24 hours, either through the use of employees or via a private collection service.

Businesses are required to post signs on the building and on every cart indicating that it is against the law to remove the carts from the business. The cart signage must also contain the specific name, address and phone number for the business. Additional information on required signage can be found in the *SCRCP Signage Guide*.

A successful SCRCP ensures that any shopping carts taken off of the property are recovered within 24 hours, and that all required signage is effectively maintained. A SCRCP will be deemed ineffective if:

- Within a thirty (30) calendar day period, three (3) or more incidents of shopping carts found off the premises by enforcement personnel for a period of time in excess of twenty-four (24) hours
- Failure to maintain required signage

If a SCRCP is deemed ineffective, the business shall be required to apply for and then implement a Shopping Cart Containment Plan (SCCP). A SCCP contains all of the elements of a SCRCP, but carries the additional requirement that physical or mechanical containment measures be installed to prevent the removal of shopping carts from the property. Unlike the (no-cost) SCRCP, each application for a SCCP shall be accompanied by a fee of **\$296.00** to offset the actual costs of review. An establishment failing to maintain an effective SCCP shall be required to additional SCCPs until physical containment is achieved.



# SIGNAGE GUIDE

for  
Shopping Cart Retention/Retrieval Plans (SCRPs)  
and  
Shopping Cart Containment Plans (SCCPs)

Created 5/09 LK

## SIGNAGE REQUIREMENTS FOR CARTS:

Every shopping cart shall have a sign permanently affixed to it, not smaller than sixty (60) square inches, consisting of white lettering at least three-sixteenth (3/16) inches in height on a contrasting background which:

- (1) Identifies the specific name and address of the business;
- (2) Notifies the public of the procedure to be utilized for authorized removal of the cart from the premises;
- (3) Notifies the public that the unauthorized removal of the cart from the premises of the business, or the unauthorized possession of the cart, is a violation of state and local law; and
- (4) Lists a valid telephone number or address for returning the cart removed from the premises to the retailer.

SAMPLE:



## SIGNAGE REQUIREMENTS FOR BUSINESSES:

Every retail establishment utilizing shopping carts shall post signs at the entrance and exit, measuring no less than seventeen (17) inches by twenty-two (22) inches in size, consisting of white lettering no smaller than one (1) inch in height on a contrasting background which notifies customers that shopping carts may not be removed from the premises. Additional signs may be posted on the premises notifying customers that shopping carts may not be removed from the premises.

SAMPLE:



## MAINTENANCE REQUIREMENTS FOR ALL SIGNS:

All signage shall be maintained in legible condition at all times and replaced as becomes necessary due to weathering, damage, vandalism, etc.