

## Mobile Food Vending (Food Truck) Registration

A Mobile Food Vending stand, vehicle or trailer (“food truck”) must be registered with the City to conduct business on privately-owned property. Food trucks are not permitted to operate on City streets or other city-owned property, except for trucks that are participating in a city-run event, or participating in an event that has been issued a Special Events Permit. Also, food trucks that are engaged by a private property owner for sole use at a private event (i.e. birthday party, graduation party, etc.) conducted on their property are not required to register with the City.

**To be considered for a Mobile Food Vending (Food Truck) Registration, the owner/operator must submit a complete application to the City Clerk’s Office for each stand, vehicle or trailer (food truck), which includes:**

1. A completed and signed Application for Mobile Food Vending (Food Truck) Registration Form
2. Copy of Driver’s Licenses of the applicant, and all business owners and managers noted on application
3. Copies of all necessary permits and licenses issued by the Wayne or Oakland County Health Department (as applicable).
4. Description of convictions, if applicable
5. Payment of the annual registration fee.

### **Food Truck and Operational Regulations:**

#### ***Food Truck Configuration***

- A. Food trucks are limited to 36 feet in length and nine (9) feet in width.
- B. Awnings for food trucks shall have a minimum seven (7) foot clearance between the ground level and the lowest point of the awning structure.

#### ***Locations and Hours***

- A. A Mobile Food Vending (Food Truck) Registration enables a mobile food vendor to temporarily park the registered stand, vehicle or trailer (food truck) upon private property and engage in the service, sale or distribution of ready-to-eat food for individual portion service to the general public directly from the vehicle.
- B. Registered food trucks are allowed to operate on private property in all zoning districts. (*Note that registration is not required for a food truck engaged by a private property owner to serve guests at a private event, such as a birthday or graduation party.*) Food trucks are not permitted to operate on City streets or other city-owned property, except for trucks that are participating in a city-run event, or participating in an event that has been issued a Special Events Permit.
- C. A vendor shall not operate a food truck within 1,000 feet of any city-run event, or an event that has been issued a Special Events Permit unless the vendor has obtained permission from the event sponsor.
- D. Hours of operation of the food truck may not exceed twelve (12) consecutive hours and may not extend past 10:00 p.m.
- E. A food truck shall not be left unattended and/or unsecured at any time.
- F. The Building Official may require buffering, screening, setbacks or other techniques to minimize impacts to neighboring properties.

***Customer Service and Dining Areas***

- A. No food shall be prepared, sold or displayed outside of the food truck; No outdoor cooking facilities, including grills, which are not contained in the food truck are permitted.
- B. All materials and supplies must be stored in the food truck.
- C. Food service shall be provided on the non-driving lane side of the food truck.
- D. The food truck shall not block or impair vehicle or pedestrian travel.
- E. No dining area, including but not limited to tables and chairs, benches, etc. are permitted.

***Noise and Trash***

- A. Outdoor amplification and other noise including sound from generators must comply with the City's noise ordinance. Unreasonable or excessive noise is prohibited. No music, high-decibel sounds, horns, or amplified announcements are allowed.
- B. Waste containers for public use must be provided. All trash associated with the food truck must be collected and disposed of off-site by the operators daily. All spilled food, food by-products, or other wastes must be cleaned up, and no dumping of gray water onto any land, street or into the storm drain is permitted. Trash may not be disposed of in any City trash can or dumpster.

***Signage and Lights***

- A. Only signage attached or applied on the food truck is permitted. No separate free-standing signs are allowed.
- B. Flashing, blinking or moving lights are prohibited on the food truck when such truck is parked and/or serving customers. All exterior lights with over 60 watts shall contain opaque hood shields to direct the illumination downwards.

***Utilities***

- A. The Mobile Food Vending (Food Truck) Registration Application shall be accompanied by a description of how any power and associated utilities and equipment needed for the operation of the food truck are provided. Consent from the property owner or adjacent property owner to use electrical power is required. All power sources must be self-contained and no power cable or equipment shall be extended to cross any public street, alley or sidewalk.
- B. No utilities shall be drawn from the public right-of-way.

Adopted by City Council 10/1/18



## MOBILE FOOD VENDING (Food Truck) REGISTRATION APPLICATION

**Return Completed Application and Fees to:** City Clerk's Office

215 W. Main St. Northville, MI 48167

**Make Checks Payable To:** *City of Northville*

**Registration Fee: \$30** (Annual Renewal Required by Ordinance)

A completed Registration Application, and accompanying information, must be submitted for each mobile food stand, vehicle or trailer (Food Truck).

First Time Registration ☐ Annual Registration Renewal ☐

### BUSINESS INFORMATION

Applicant Name \_\_\_\_\_ Driver License (required) – ATTACH COPY

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

List all assumed, trade or firm names under which you intend to do business \_\_\_\_\_

Which name will be used on the vehicle to identify the business \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail Address \_\_\_\_\_ Website Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Vehicle Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License Plate No. \_\_\_\_\_

Vehicle Length \_\_\_\_\_ Width \_\_\_\_\_ (Limited to 36 feet length by 9 feet width)

<b>Proposed Hours of Operation:</b>	MON _____ to _____	TUES _____ to _____
	WED _____ to _____	THUR _____ to _____
	FRI _____ to _____	SAT _____ to _____
	SUN _____ to _____	

Brief Description of Product: \_\_\_\_\_

Description of preparation methods to be used (grilling, frying, hot beverage service, etc.) \_\_\_\_\_

**BUSINESS OWNER INFORMATION**

If there are additional Business Owners to list, please attach a separate sheet.

Business Owner Name \_\_\_\_\_ Driver License (required) – ATTACH COPY

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Have you ever been convicted of a crime, misdemeanor or the violation of any municipal ordinance?

*(Disclosure required under Chapter 18 of the Northville Code of Ordinances)*

- ☐ Yes (attach full explanation to this application)  
☐ No

**SITE/PROPERTY DESCRIPTION**

Address where vending business will be conducted \_\_\_\_\_

Property Owner Name \_\_\_\_\_

Property Owner Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Location of Food Truck (i.e. parking lot, vacant lot, etc.)? \_\_\_\_\_

If in parking lot: # of spaces on site \_\_\_\_\_ Number of spaces used for food truck use \_\_\_\_\_

If on vacant lot: Area (s.f.) used for food truck use \_\_\_\_\_

Source of power and fresh water; plan for disposal of wastewater and trash: \_\_\_\_\_

**AFFIDAVIT (applicant and all listed business owners must sign this application)**

The following is included with this application: \_\_\_\_\_ Copy of front and back of Driver's Licenses (for applicant and all business owners noted on application).

\_\_\_\_\_ Copy of Wayne or Oakland County (as applicable) Health Department Food Service License and/or other applicable Health Department license/permit

\_\_\_\_\_ Description of convictions, if applicable

\_\_\_\_\_ **\$30** registration Fee (*payable to City of Northville*)

*I (We) hereby affirm that the above information is complete and correct to the best of my knowledge and belief. Further, I (we) am authorized to submit this petition. I (we) understand that annual renewal of the mobile food vending registration is required. I (we) further understand that by signing this application, I authorize City staff and/or its representatives to conduct visits to the subject property and allow for reasonable access to the property. I further understand that once a registration has been approved, it may be revoked, suspended or not renewed by the City for failure to comply with the provisions of the rules and regulations promulgated by the City.*

1. Applicant/Owner Signature \_\_\_\_\_ Date \_\_\_\_\_  
Print Name: \_\_\_\_\_
2. Applicant/Owner Signature \_\_\_\_\_ Date \_\_\_\_\_  
Print Name: \_\_\_\_\_
3. Applicant/Owner Signature \_\_\_\_\_ Date \_\_\_\_\_  
Print Name: \_\_\_\_\_

**OFFICE USE ONLY**

**Food trucks are per Zoning Ordinance. See Section 18-22.2 and food truck guidelines.  
Contact the Building Official with questions.**

**Building Department**

Approved

Denied \_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Police Department**

Approved

Denied \_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Fire Department**

Approved

Denied \_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Clerk**

License # \_\_\_\_\_ Date Registration issued \_\_\_\_\_