



APPLICATION FOR MOBILE FOOD VENDING UNIT

**289 Danforth Street
Coopersville, Michigan 49404
(616) 997-9731**

www.cityofcoopersville.com

Mobile Food Vending Annual Permit Fee: \$150.00

VENDER INFORMATION

APPLICANT NAME:

ADDRESS:

PHONE NUMBER(S):

EMAIL ADDRESS:

SIGNATURE OF APPLICANT

DATE OF BIRTH:

BUSINESS AND EVENT INFORMATION

NOTE: PLEASE ATTACH ADDITIONAL SHEETS AS NECESSARY

BUSINESS NAME:

DATE:

EVENT NAME (If Applicable):

LOCATION OF MOBILE UNIT:

FOOD PRODUCTS OFFERED FOR SALE:

DESCRIPTION OF FOOD PREPERATION METHODS:

DESCRIPTION OF VENDING UNIT:

Vehicle Dimensions shall not exceed 36 ft in length or 10 feet in width

PROPOSED HOURS OF OPERATION:

DESCRIPTION OF POWER ACCESS:

DESCRIPTION OF WATER SUPPLY AND WASTEWATER DISPOSAL:

MOBILE FOOD SUBMITTAL REQUIREMENTS

1. APPLICANT MUST SUBMIT AT TIME OF APPLCIATION ALL LICENSES OR PERMITS ISSUED BY OTTAWA COUNTY AND THE STATE OF MICHIGAN **Section 865.03 (4)**
2. APPLICANT MUST SUBMIT AT THE TIME OF APPLICATION PROOF OF COMMERCIAL LIABILITY INSURANCE POLICY WITH LIMITS OF NO LESS THAT \$1 MILLION COMBINED SINGLE LIMIT COVERAGE ISSUED BY AN

INSURER LICENSED TO DO BUSINESS IN THE STATE OF MICHIGAN AND WHICH NAMES THE CITY OF COOPERSVILLE AS AN ADDITIONAL INSURED. Section 865.03 (5) (A)	
3. APPLICANT MUST SUBMIT PROOF OF COMMERCIAL AUTO POLICY WITH BODILY INJURY AND PROPERTY DAMAGE WITH LIMITS OF NO LESS THAN \$1 MILLION PER ACCIDENT ISSUED BY AN INSURER LICENSED TO DO BUSINESS IN THIS STATE. Section 865.03 (5) (B)	
4. APPLICANT MUST SUBMIT CURRENT VEHICLE REGISTRATION Section 865.03 (2)	
5. AN EVENT/FESTIVAL DESIRING TO OPERATE AN EVENT/FESTIVAL FEATURING OR INCLUDING MOBILE FOOD VENDING UNITS SHALL SUBMIT AN EVENT APPLICATION FOR A PERMIT TO THE CITY CLERK AND INCLUDE ALL INFORMATION REQUIRED FOR INDIVIDUAL MOBILE VENDING UNITS IN THE EVENT APPLICATION Section 865.03(8)	
6. WRITTEN PROPERTY USE AGREEMENTS – IF APPLICABLE – MUST BE ATTACHED TO APPLICATION Section 865.10 (a)	
7. PAYMENT OF ANNUAL FEE OF \$150.00 MUST BE ENCLOSED Section 865.03 (6)	
A SIGNED STATEMENT THAT THE LICENSEE SHALL INDEMNIFY AND HOLD HARMLESS THE City of Coopersville, ITS OFFICERS, AND EMPLOYEES FOR ANY CLAIMS, DAMAGES, OR INJURIES TO PERSONS OR PROPERTY WHICH ARISE OUT OF ANY ACTIVITY BY THE LICENSEE, ITS EMPLOYEES, OR AGENTS CARRIED ON UNDER THE TERMS OF THIS LICENSE. Section 865.03(7)	
SIGNATURE:	DATE:

TO BE COMPLETED BY CITY OF COOPERSVILLE	
DATE APPLICATION RECEIVED:	DATE ALL MATERIALS WERE RECEIVED:
DATE FEE WAS PAID:	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED
SIGNATURE OF CITY CLERK	DATE

Sec. 865.09. Exceptions.

A permit issued under this Article shall not be required for:

- any school-sponsored mobile food vending unit operating on school property.
- Not for profit groups who operate mobile food vending units on an infrequent and irregular basis and on private property are exempt from permitting under this Article.
- Restaurants who operate a permanent business physically present in the City of Coopersville are also exempt under this article while mobile vending on their own private property, but they shall not subcontract or hire such vendors in an attempt to evade this article.
- Mobile food vending that occurs entirely indoors, located inside a building, or within a courtyard hidden from the general public, is exempt under this article.

Groups and individuals who are exempt under this article from permitting must still receive written permission from the City before operating on public property.

CHAPTER 865

MOBILE FOOD VENDING UNITS

Sec. 865.01. Definitions.

The following words, terms, and phrases, when used in this Article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning.

Mobile Food Vending means vending, serving, or offering for sale food and/or beverages from a mobile food vending unit, which may include the ancillary sales of other items consistent with the food provided, such as a tee shirt that bears the name of the organization engaged in mobile food vending.

Mobile Food Vending Unit means any motorized or non-motorized vehicle, trailer, table, or other similar device designed to be portable and not permanently attached to the ground from which food is vended, served, or offered for sale.

Operate means all activities associated with the conduct of business, including set up and take down and/or actual hours where the mobile food vending unit is open for business.

Vendor shall mean any individual or group of individuals engaged in the business of mobile food vending. If more than one individual is operating a single stand, cart, or other means of conveyance, then vendor shall mean all individuals operating such single stand, cart, or other means of conveyance.

Sec. 865.02. Permit Required.

It shall be unlawful for any person to operate a mobile food vending unit in the City without first obtaining a permit as provided in this Article.

Sec. 865.03. Application.

For a person to operate a mobile food vending unit they shall make written application for a permit to the City Clerk. The application for a permit shall be on forms provided by the City Clerk, and shall include the following:

- (1) Name, signature, business name, business address, telephone number, and email contact information of the applicant.
- (2) Information on the mobile food vending unit, to include a copy of the current vehicle registration and dimensions, which shall not exceed 36 feet in length or 10 feet in width.
- (3) A plan which includes information setting forth the proposed locations of operation, hours of operation, plans for power access, water supply and wastewater disposal, and written property use agreements, if applicable.
- (4) Copies of all necessary licenses or permits issued by Ottawa County and the State of Michigan.
- (5) Insurance coverage:
 - (a) Proof of Commercial Liability Insurance policy with limits of no less than \$1 million combined Single Limit coverage issued by an insurer licensed to do business in this state, and which names the City as an additional insured.

(b) Proof of Commercial Auto Policy with bodily injury and property damage with limits of no less than \$1 million per accident issued by an insurer licensed to do business in this state.

(6) At the time of filing the application, a fee as established by resolution to cover the cost of the review and administrative processing, no part of which shall be refundable.

(7) A signed statement that the licensee shall indemnify and hold harmless the City, its officers, and employees for any claims, damages, or injuries to persons or property which arise out of any activity by the licensee, its employees, or agents carried on under the terms of the license.

(8) An event/festival desiring to operate an event/festival featuring or including mobile food vending units shall an event application for a permit to the City Clerk and include all the information required for individual mobile vending units in the event application.

Sec. 865.04. Review of Application and Issuance.

(a) Upon receipt of an application, the original shall be forwarded to the City Clerk, for review as to compliance with all applicable laws and Ordinances and background check.

(b) If as a result of such review the application is found not to be in compliance with all applicable laws and ordinances or background check, the City Clerk shall endorse on the application disapproval and the reasons for disapproval and shall notify the applicant that the application is disapproved and that no permit will be issued.

(c) If as a result of such review the application is satisfactory, the City Clerk shall approve the application. The City Clerk, upon payment of the prescribed fee, shall issue a permit. All such permits shall contain the signature of the City Clerk, and show the name and address of the applicant, a description of the mobile food vending unit, the amount of the fee paid, and the expiration date of the permit.

Sec. 865.05. Permit Categories.

Individual – This permit category is for one vendor operating one (1) Mobile Food Vending Unit.

Event/Festival – This permit category is for an Event or Festival that will have multiple Mobile Food Vending Units on site for a designated time frame in association with an approved Event or Festival in the City.

Sec. 865.06. Fees.

An applicant for a mobile food vending unit permit shall pay an annual fee as established by resolution of City Council.

Sec. 865.07. Expiration.

Each “Individual” mobile food vending permit shall expire on December 31st in the year of issuance. Each “Event/Festival” mobile food vending permit shall expire at the conclusion of the associated event/festival. There shall be no proration of fees.

Sec. 865.08. Limitations on Transfer of Permits.

(a) A permit issued under this Article shall not be transferable from person to person nor from business to business nor from vendor to vendor or event/festival to event/festival or any combination thereof.

(b) A permit is valid for one mobile food vending unit and shall not be transferred between mobile food vending units.

Sec. 865.09. Exceptions.

A permit issued under this Article shall not be required for any school-sponsored mobile food vending unit operating on school property. Not for profit groups who operate mobile food vending units on an infrequent and irregular basis and on private property are exempt from permitting under this Article. Restaurants who operate a permanent business physically present in the City of Coopersville are also exempt under this article while mobile vending on their own private property, but they shall not subcontract or hire such vendors in an attempt to evade this article. Mobile food vending that occurs entirely indoors, located inside a building, or within a courtyard hidden from the general public, is exempt under this article. Groups and individuals who are exempt under this article from permitting must still receive written permission from the City before operating on public property.

Sec. 865.10. Locations.

(a) Appropriate locations for mobile food vending units shall be limited to the areas as stated in a Resolution of Council or private property with a written agreement signed by the property owner. The use of other public areas, including on-street parking, is prohibited without written permission from the City without exception.

(b) Mobile food vending units may not be parked and shall not operate within 200 feet (measured to property boundary) of any restaurant when such a restaurant is open to the public for business, unless written permission has been acquired from all restaurants within the radius. This does not apply to a restaurant, already physically present in the City on a permanent basis, from mobile vending on their own private property.

(c) Mobile food vending units are not permitted within 1,000 feet (measured to property boundary) of any fair, festival, special event, or civic event, or other event with City approved community event status unless written permission from the event coordinator is obtained.

(d) The issuance of a mobile food vending unit permit does not grant or entitle the vendor to the exclusive use of any service route or space.

(e) Mobile vending units must be setback a minimum of 20 feet off the property line of any public road and must be a minimum of 50 feet away from the property line of any residential property. Mobile vending units may not operate on a single-family residential property unless as noted in Section 865.10 (f).

(f) Events, parties, or other activities on any private property that require catering or a food truck on site are exempted from this ordinance as long as food is not served to the general public and is limited to the event, parties, or other activities on private property.

Sec. 865.11. Hours of Operation.

(a) Mobile food vending units shall be permitted to operate on public property between 9:00 a.m. and 9:00 p.m. unless specifically authorized by the City as part of an event or festival. Mobile food vending units may only operate within residential zoned areas between the hours of 9:00 a.m. and 9:00 p.m. and in commercially zoned areas between the hours of 7:00 a.m. and 11:00 p.m.

(b) A mobile food vending unit shall not be parked overnight on public property, or left unattended and unsecured at any time food is in the vehicle. Any mobile food vehicle unit found to be unattended shall be considered a public safety hazard and may be ticketed and impounded. Mobile food vending units parked on public property as part of a City approved Event or Festival are allowed to park overnight with permission from the Event/Festival organizer.

(c) Mobile food vending units shall be permitted to operate on private property during the hours of operation of the primary use business and shall not operate as an accessory use before or after the primary use business is open for business. The private property owner may dictate mobile vending operations less than their business hours.

Sec. 865.12. Regulations.

(a) Customers of mobile food vending units shall be provided with single service articles such as plastic utensils and paper plates.

(b) All mobile food vending units shall provide a waste container for public use which the vendor shall empty at its own expense. All on-site trash and garbage originating from the operation of mobile food vending units shall be collected and disposed of off-site by the operators each day. Spills of food or food by-products shall be cleaned up, and no dumping of gray water is permitted.

(c) No mobile food vending unit shall make or cause to be made any unreasonable or excessive noise. The operation of all mobile food vehicles shall meet the City noise ordinance, including generators. No loud music, other high-decibel sounds, horns, "crying out" or any other audible methods to gain attention are permitted.

(d) Signage is permitted when placed on mobile food units, so long as it does not extend above or beyond the mobile vending unit itself. One free-standing temporary sign of no more than six (6) square feet in residential districts or twenty-four (24) square feet in commercial or industrial districts is permitted but the signage must be located entirely within 20 feet of the mobile vending unit. The vendor will secure permission from property owner prior to displaying sign. The vendor must otherwise follow the City's sign ordinance, including sandwich board signs.

(e) No flashing or blinking lights, or strobe lights, are allowed on mobile food vending units or related signage at any time. All exterior lights with over 60 watts shall contain opaque hood shields to direct the illumination downward.

(f) Awnings for mobile food vehicles shall have a minimum clearance of 7 feet between the ground level and the lowest point of the awning. Seating, tables, waste disposal or cleaning apparatus of the vendor shall be located within 20 feet of the vending unit and shall not constitute a danger or impedance to the public.

(g) Any power required for the mobile food vending unit shall be self-contained, and a mobile food vending unit shall not use utilities drawn from the public right-of-way. Mobile food vending units on private property may use electrical power drawn from the property being occupied or an adjacent property, but only if the property owner provides written consent to do so. No power cable or equipment shall be extended at or across any City street, alley, or sidewalk.

(h) The vendor shall make the mobile food vending unit permit available for inspection by any member of law enforcement or to the City Manager or City Clerk, or their designee, at any time the vendor is operating.

(i) The vendor shall follow all local, state, and federal laws, rules and regulations in their operation of the mobile vending unit. A permit obtained under this Article shall not relieve the vendor of the responsibility of obtaining any other permit or authorization required by other ordinance, statute, or administrative rule.

(j) The vendor shall not represent the granting of a permit under this article to be in any way an endorsement by the City.

(k) All permits and licenses shall be prominently displayed on the mobile food vending unit.

Sec. 865.13. Revocation.

(a) Permits issued under the provisions of this Article may be revoked by the City Manager after notice and hearing, by a preponderance of the evidence for any of the following causes:

- (1) Fraud, misrepresentation, or false statement contained in the application for permit or made in the course of operating a mobile food vending unit;
- (2) Conducting the business of a mobile food vending unit in an unlawful manner or in such a manner as to constitute a breach of the peace or to constitute a menace to the health, safety, or general welfare of the public; or
- (3) Any violation of this Article.
- (4) Failure to possess or maintain any required food safety licensure.

(b) Notice of the hearing for revocation of a permit shall be given in writing, setting forth specifically the grounds of complaint and the time and place of hearing. Such notice shall be mailed, postage prepaid, to the applicant at the address provided at least five days prior the date set for the hearing.

(c) Permits issued under the provisions of this Article may be immediately suspended by any law enforcement or health safety officer or the City Manager prior to notice and hearing if continued operations of the mobile vending unit would be harmful to the health or safety of the general public. Any permit suspended under this section shall remain suspended until such time as a notice and hearing may take place regarding the truth of the accusation made regarding the health or safety effects of the mobile vending unit.

Sec. 865.14. Appeals.

Any person aggrieved by the action of the City Clerk, City Manager, law enforcement or health safety officer in the denial of an application for a mobile vending permit, or in the decision with reference to the revocation or suspension of a permit as provided in this article shall have the right of appeal to the City Council. Such appeal shall be taken by filing with the Council, within 14 days after notice of the action complained of has been mailed to such person's last known address, a written statement setting forth fully the grounds for the appeal. The City Council shall set a time and place for a hearing on such appeal, and a notice of such hearing shall be given the appellant in the same manner as provided for notice of a hearing on revocation. The decision and order of the City Council on such appeal shall be final and conclusive.

Sec. 865.15. Violations.

Except as otherwise provided by state law, persons who violate any of the provisions of this Article are responsible for a municipal civil infraction. Each day that a violation exists shall be considered a new and separate offence and shall have imposed a new a separate municipal civil infraction.