



# Mobile Food Vendor Application

Department of Planning & Development Services

300 North Park Avenue, Sanford, Florida 32771

Phone: 407.688.5140 Fax: 407.688.5141

1. Business Name: \_\_\_\_\_
2. Business Mailing Address: \_\_\_\_\_
3. Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_
4. Describe food to be sold: \_\_\_\_\_  
\_\_\_\_\_
5. If the Mobile Food Cart travels on public roads, provide license tag number: \_\_\_\_\_
6. If the Mobile Food Cart is not licensed, how is the unit moved to location?: \_\_\_\_\_  
\_\_\_\_\_
7. Size of Mobile Food Cart: Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_

### The following items must be submitted with this completed application:

- Application Fee
- Site Plan - The site plan at a minimum must accurately show:
  - Proposed location of the mobile food cart
  - All parking spaces, including handicapped spaces
  - Entrances and exits to and from access street
  - Distance from any buildings or structures
  - Distance from sidewalks, rights-of-way, fire hydrants, fire lanes and landscaped areas
- Property Owner Authorization Form verifying approval of use of site for a mobile vendor  
Or
- Copy of the letter of approval of a ROW Use Permit if the use is proposed on a City right-of-way

### The following items must be provided prior to receiving a Business Tax Receipt:

- Signed and notarized hold-harmless agreement (form provided by the City)
- A \$1,000,000.00 liability insurance policy meeting the requirements of the resolution
- Copy of the appropriate license from the Florida Division of Hotel and Restaurants

### This application is submitted by:

**Applicant/Agent:**

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_

### Official Use Only

Application No: \_\_\_\_\_ Fee: \_\_\_\_\_ Date: \_\_\_\_\_

Approved

Approved with conditions

Denied

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

## Standard for Issuance of a Mobile Food Vendor

- (a). Mobile food vendors shall be allowed to operate on private property with the written permission of the owner set forth on a form provided by the City or on public ways when approved by the City.
- (b). If operating on private property, all activities of a mobile food vendor must be on real property assigned a commercial or industrial zoning classification which real property is a developed site and does not abut real property which is single-family, two-family or multi-family use or zoning classification.
- (c). Issuance of a mobile food vendor license shall not entitle the mobile food vendor licensee to conduct business exclusively at any specific location on any street or sidewalk.
- (d). Mobile food units shall be registered as required by State law and it is prohibited and unlawful for a mobile food vendor to operate, move, park, stop or stand any mobile food unit on a public way unless the vehicle is equipped as required by State law.
- (e). It is prohibited and unlawful for a mobile food vendor, operating on City sidewalks or other public ways, to impede normal pedestrian traffic.
- (f). It is prohibited and unlawful for a mobile food vendor to create or contribute to a potential safety or hazardous situation or condition on public or private property.
- (g). It is prohibited and unlawful for a mobile food vendor to fail to comply with all State and City traffic and parking, stopping and standing laws, codes, ordinances, rules and regulations.
- (h). Mobile food units shall be equipped with a suitable trash container readily accessible to the public, in which the mobile food vendor's customers may deposit any litter, trash or waste related to the vendor's sales. Prior to moving a mobile food unit from a sales location, a mobile food vendor shall pick up and remove all litter, trash and waste related to the mobile vendor's sales and within an area encompassing a radius of one hundred feet (100') from the sales area.
- (i). The mobile food vendor sales area shall not exceed an area of a standard parking space (two hundred (200) square feet).
- (j). It is prohibited and unlawful for a mobile food vendor to create a nuisance condition to include, but not be limited to, displaying flags, signage not located within the operational area of a mobile food unit, loud noises, shouting or amplified music or sound.
- (k). It is prohibited and unlawful for a mobile food vendor to set up its sales area or conduct sales from dusk to dawn or such other hours as may be permitted on a license unless otherwise authorized in accordance with other provisions of the *City Code*.
- (l). It is prohibited and unlawful for a mobile food vendor to fail to remove a mobile food unit or related items at the close of each business day.
- (m). It is prohibited and unlawful for a mobile food vendor to set up its sales area or conduct sales at any of the following locations:
- (1). On or within two hundred and fifty feet (250') of First Street and Second Street between French Avenue and Sanford Avenue.
  - (2). On or within two hundred and fifty feet (250') of Sanford Avenue between Commercial Street and Thirteenth Street.
  - (3). Within two hundred and fifty feet (250') of any other mobile food vendor unless specifically permitted to do so.
  - (4). Within five hundred feet (500') of any licensed restaurant located in a permanent structure during the hours said restaurant is open for business.



## MOBILE VENDOR GUIDELINES

**To avoid unnecessary delays and / or expense it is recommended that you contact each of the offices listed below to understand all of the requirements prior to expending any funds.**

Food vendors require a license from the State of Florida. Contact the State of Florida Division of Hotels and Restaurants about their licensing requirements.

Phone: **850.487.1395**

Website: [www.myflorida.com/dbpr/hr/licensing/GT\\_MDFV.html](http://www.myflorida.com/dbpr/hr/licensing/GT_MDFV.html)

All businesses operating within the city limits require a City of Sanford business tax receipt. Contact the City of Sanford Building Department for information.

Phone: **407.688.5150**

Website: [www.sanfordfl.gov](http://www.sanfordfl.gov)

Businesses located in the City of Sanford require a Seminole County business tax receipt. Contact the Seminole County Tax Collector office for information.

Phone: **407.665.1000**

Website: [www.seminoletax.org](http://www.seminoletax.org)

The City of Sanford Mobile Vendor License requires:

- Completed Mobile Food Vendor Application.
- Application Fee.
- Site Plan (including the following):
  - Proposed location of the mobile food cart,
  - All parking spaces, including handicapped spaces,
  - Entrances and exits to and from the access street,
  - Distance from any buildings or structures, and
  - Distance from sidewalks, rights-of-way, fire hydrants, fire lanes and landscaped areas.
- Property Owner Authorization Form (provided by the City) verifying approval of the property owner for operation of a mobile food vending operation, or Copy of approval of a ROW use permit if the use is proposed on City Right of Way.
- Copy of the Business Tax Receipt for the business (both City and County).
- Signed and notarized hold-harmless agreement (form provided by the City).
- A \$1,000,000 liability insurance policy meeting the terms and requirements of the regulations.
- Copy of the appropriate license from the Florida Division of Hotel and Restaurants.

For more information contact the Department of Planning and Development Services.

Phone: **407.688.5140**

Email: [engineeringandplanning@sanfordfl.gov](mailto:engineeringandplanning@sanfordfl.gov)

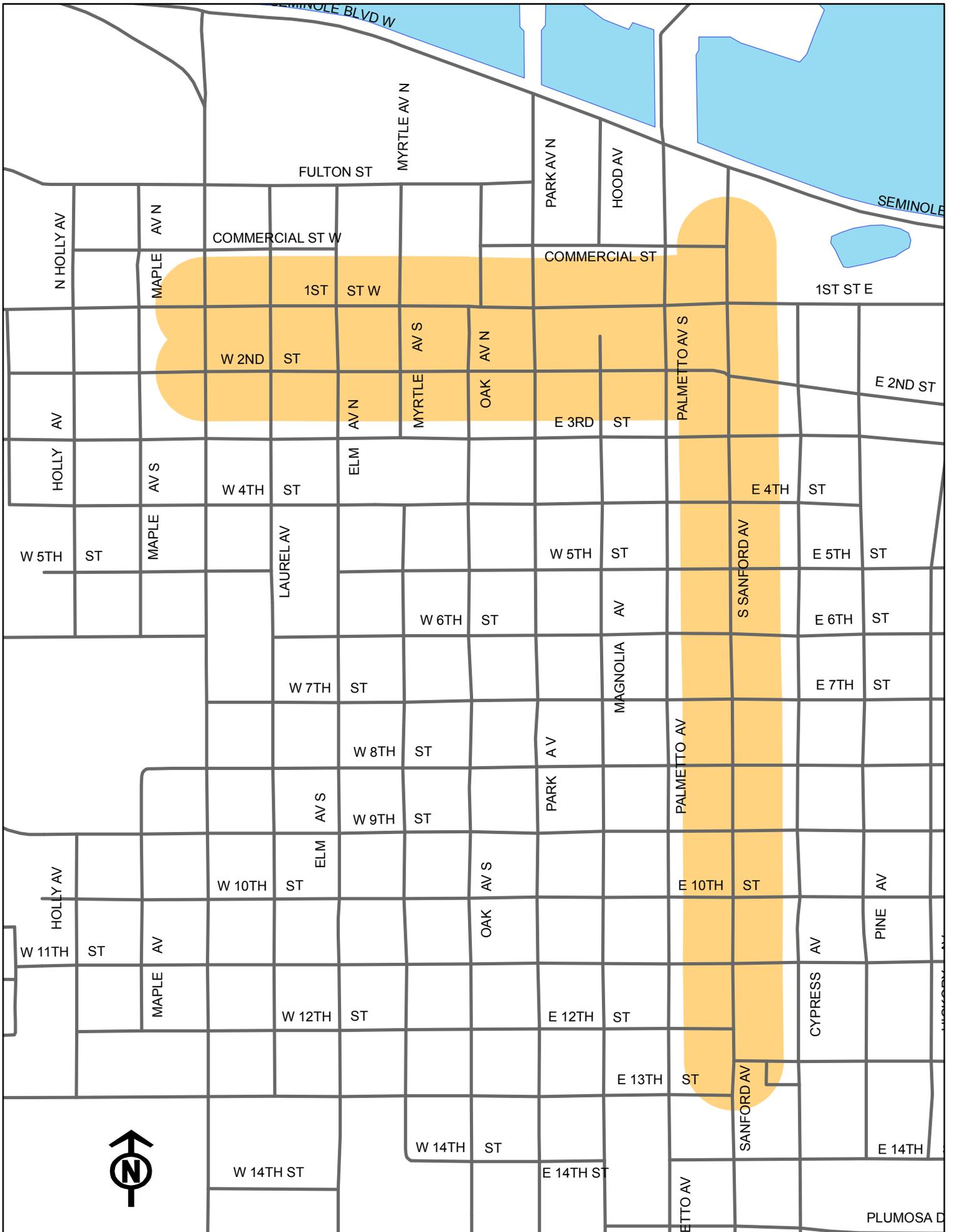
For operation within the Right-of-Way of a City Street, please contact the Planning Department about the procedures for requesting a Right-of-Way Use permit.

Phone: **407.688.5140**

Email: [engineeringandplanning@sanfordfl.gov](mailto:engineeringandplanning@sanfordfl.gov)

Additional information is also available on the City of Sanford website [www.sanfordfl.gov](http://www.sanfordfl.gov)





**Mobile Vendor Prohibited Areas (250' Buffer)**