

# City of Romulus

## FOOD TRUCK TEMPORARY USE APPLICATION

Planning Department 11111 Wayne Road, Romulus MI 48174 Phone: (734) 955-4530 Fax (734) 941-5842 www.romulusgov.com

### COMPLETED APPLICATION MUST BE SUBMITTED AT LEAST 2 WEEKS PRIOR TO THE EVENT

The granting of any temporary use for a food truck or food cart shall in no way constitute a change in the basic use permitted in the zoning district nor on the property wherein the temporary use is permitted. Permanent alterations to the property are prohibited unless otherwise approved. Encroaching into landscaped areas is not permitted.

Once the food truck temporary use is approved by the Administrative Review Committee (ARC), a **Business Registration** from the Clerk's Office is required.

Name of Business/Applicant: \_\_\_\_\_  
 \_\_\_ New Application \_\_\_ Renewal

**Site Information:**  
 Property Address: \_\_\_\_\_  
 Parcel ID#'s: \_\_\_\_\_  
 \_\_\_\_\_  
 The property is located on the NORTH/SOUTH/EAST/WEST side of \_\_\_\_\_ Road; Between \_\_\_\_\_ Road and \_\_\_\_\_ Road.  
 Total Gross Acres: \_\_\_\_\_  
 Existing Use of Property: \_\_\_\_\_  
 \_\_\_\_\_  
 Name of Existing Business: \_\_\_\_\_  
 Property Zoning: \_\_\_\_\_

**Project Information: This Section to be completed by City**  
 Case Number: \_\_\_\_\_  
 \_\_\_\_\_  
 Date Submitted: \_\_\_\_\_ Date Filed: \_\_\_\_\_  
 Temporary Use Fee: **\$500.00** (includes Business Registration)  
 Revised Submittal Fee: **\$250.00**  
 Copy Fee: \_\_\_\_\_ Copies x 14 sets x .05 = \$ \_\_\_\_\_  
 Total Fee: \_\_\_\_\_  
 Case Number: \_\_\_\_\_

**Applicant Information:**  
 Name: \_\_\_\_\_  
 Street: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: ( ) \_\_\_\_\_  
 Email: ( ) \_\_\_\_\_

**Property Owner Information:**  
 Name: \_\_\_\_\_  
 Street: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: ( ) \_\_\_\_\_  
 Email: ( ) \_\_\_\_\_

**Description of Request (Type of food, etc):**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
**Dates:** \_\_\_\_\_  
 \_\_\_\_\_  
**Hours of Operation:** \_\_\_\_\_  
**Number of Attendees/Employees anticipated (at one time)** \_\_\_\_\_  
 \_\_\_\_\_  
**Federal, State or local license, registration or permit required**  
 \_\_\_ YES \_\_\_ NO  
 Specify: \_\_\_\_\_  
 \_\_\_\_\_

**Site/Property Conditions:**  
 Is the property vacant \_\_\_ YES \_\_\_ NO  
 Existing Use of Property \_\_\_\_\_  
 Food truck accessory to the principal use \_\_\_ YES \_\_\_ NO  
 Area (sq. ft.) used for food truck use \_\_\_\_\_  
 # parking spaces on site \_\_\_\_\_  
 # parking spaces for food truck use \_\_\_\_\_  
 \_\_\_\_\_  
 Electrical/wiring needed \_\_\_ YES \_\_\_ NO  
 Will trash bins be provided \_\_\_ YES \_\_\_ NO  
 Are taxes current \_\_\_ YES \_\_\_ NO  
 Are any fees owed to the City \_\_\_ YES \_\_\_ NO  
 Is there a Certificate of Occupancy for the existing use  
 \_\_\_\_\_ YES \_\_\_\_\_ NO  
 Written approval from property owner \_\_\_ YES \_\_\_ NO

- Required Application Attachments Checklist:**
- Proof of ownership or signed affidavit of approval to use property from property owner
  - Copy (front and back sides) of applicant's and legal property owner's driver's license
  - Any required state or federal licenses or registrations
  - 10 copies of 8 1/2" x 11" plot plan of site illustrating proposed location of food truck
  - Copies of all required licenses, permits or registrations
  - Proof of liability coverage

**Required Conditions:**

- No food shall be prepared, sold, or displayed outside of the portable food service truck or cart.
- No outdoor cooking facilities, including grills that are not contained in the truck or cart are permitted.
- Food service shall be provided on the non-driving lane side of the portable food service truck or cart.
- Portable food service trucks and carts shall not block or impair vehicular or pedestrian travel.
- Portable food service trucks and carts shall be limited to 36 feet in length or nine feet in width.
- No dining area including but not limited to tables and chairs, benches, etc. shall be permitted unless part of an approved outdoor seating area in accordance with *Section 11.06(b)* of the Zoning Ordinance.
- All materials and supplies must be stored in the portable food service truck or cart.
- Awnings for portable food service trucks and carts shall have a minimum 7-foot clearance between the ground level and the lowest point of the awning structure.
- The permit application shall describe any power and associated utilities and equipment needed for the operation of the portable food service truck or cart. Consent from the property owner or any adjacent property owners 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.
- Waste containers for public use must be provided. All trash associated with the portable food service truck or cart must be collected and disposed of off-site by the operators daily. Spilling of food or food by-products is prohibited.
- Outdoor amplification and other noise including sound from generators must comply with the city noise ordinance. Unreasonable or excessive noise is prohibited.
- Flashing, blinking or moving lights are prohibited on portable food service trucks and carts when such vehicle is parked and serving customers.
- A portable food service truck or cart shall not be parked, stored or left unattended and unsecured at any time for more than 15 minutes.
- Signage is allowed on the portable food service truck or cart only. Any separate free-standing signs are subject to a temporary sign permit issued by the Building Department.

**Location:**

- Portable food service trucks or carts are allowed on AP zoned property provided the applicant has permission from the Wayne County Airport Authority for its use.
- Portable food service trucks or carts shall not be located within 1,000 feet of a special event approved by the city or within 50 feet of another food truck or cart.
- Portable food service trucks and carts shall not be located where they will negatively affect the downtown development plans of the city.
- The location of portable food service trucks and carts shall not negatively impact any residential development.
- The administrative review committee shall issue approval for no more than ten (10) active portable food service truck or carts at any one time on a first come basis. The zoning board of appeals may approve additional portable food service trucks and carts pursuant to the conditions set forth in Article 22 of the Romulus Zoning Ordinance.
- Approval from the city shall not be transferable and such approval is valid for 1 portable food service truck or cart only.**
- Upon approval by the Board of Zoning Appeals or ARC, a business registration must be obtained from the city clerk's office.

**Plot Plan Requirements:** A plot plan, survey or site plan must be or be folded to 8 ½"x11" in size. Plan must be *drawn to scale* and indicate the following:

- Property lines and dimensions
- Street names
- Easements
- Existing structures including parking/storage areas
- Location, limits and dimensions of temporary food truck use area; all proposed structures. associated with the temporary use including storage such as inventory not being displayed, equipment and supplies
- Existing and proposed driveways and fire lanes
- Setback dimensions and spacing from existing buildings for each structure
- Parking spaces for temporary use
- Proposed signs (type, size, location); note that a temporary sign permit from the Building Department is required

**City of Romulus**  
**FOOD TRUCK TEMPORARY USE APPLICATION Pg. 2**

**Affidavit of Petitioner:**

I, the undersigned petitioner, being duly sworn, depose and say that the statements and information submitted are true and correct to the best of his/her knowledge, information and belief, further that s/he is authorized to submit this petition. I further acknowledge that the City and its employees shall not be held liable for any claims that arise as a result of acceptance, processing, or approval of this application. I also 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.

\_\_\_\_\_ Date \_\_\_\_\_  
 Print Applicant Name Date Print Property Owners Name Date

\_\_\_\_\_ Date \_\_\_\_\_  
 Signature of Applicant Date Signature of Property Owner Date

**Notary for Applicant:**  
 Subscribed and sworn before me, this \_\_\_\_day  
 of \_\_\_\_\_20\_\_\_\_. A Notary Public in and for  
 \_\_\_\_\_ County, Michigan.  
 \_\_\_\_\_  
 (Signature)  
 Notary Public  
 My Commission expires \_\_\_\_\_, 20\_\_\_\_.

**Notary for Property Owner:**  
 Subscribed and sworn before me, this \_\_\_\_day  
 of \_\_\_\_\_20\_\_\_\_. A Notary Public in and for  
 \_\_\_\_\_ County, Michigan.  
 \_\_\_\_\_  
 (Signature)  
 Notary Public  
 My Commission expires \_\_\_\_\_, 20\_\_\_\_.

In accordance with *Chapter 26, Food and Food Handlers, Sec. 26-3. Permanent structure and mobile food service* of the City Code of Ordinances and *Article 22, Section 22.03 (e) Temporary Building and Uses* of the Zoning Ordinance.