



MOBILE FOOD VENDING UNIT (FOOD TRUCK) APPLICATION & PRIVATE PROPERTY AGREEMENT

Applicant Information	Name:		
	Street Address:		
	City:	State:	Zip:
	Phone:	Email:	
Vendor/Operator Information	Business Name:		
	UBI #:		
	Mobile Food Unit License Plate Number:	State:	
	Commissary Address:		
	Will canopies, umbrellas, or tables accompany the vending unit? Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Will an external propane tank (not mounted on the vehicle) be used? Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Will a sign or other display (not attached to the vending unit) be used? Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Will cooking occur? Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Please explain how electrical service will be provided:		
Location(s)	Will the vending unit conduct business in parks, streets, or other City property? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please submit a Public Property Use Agreement. If on private property, please continue below.		
	Address:	Parcel #:	
	Parcel Owner's Name:		
	Owner's Street Address:		
	City:	State:	Zip:
	Phone:	Email:	
	Vendor's employees may use restrooms on site (required): Yes <input type="checkbox"/> No <input type="checkbox"/>		
Signature	Owner's Signature:		
	Name: _____ Date: _____		
	BY AFFIXING MY SIGNATURE, I CERTIFY THAT I AM THE LEGAL OWNER OF THE PROPERTY FOR WHICH THIS APPLICATION IS ISSUED OR AN AUTHORIZED AGENT OF THE OWNER.		

Lake Stevens Municipal Code 14.44.085 Mobile Food Vendor Regulations

- (a) **Purpose.** The purpose of this section is to support local entrepreneurs, stimulate economic vitality, and provide regulations that protect public health and safety associated with the operation of mobile food vendors.
- (b) **License Required.** A city business license and a mobile food vending license are required to operate a mobile food vendor unit. All licenses for mobile food vendors are valid for one calendar year.
- (1) No licenses shall be required for mobile food vendors exempt from a business license under LSMC 4.04.040 or associated with a city-authorized event, except that 14.44.085(d)(5) still applies.
 - (2) All mobile food vendor licenses shall be prominently displayed upon all carts, vehicles or locations from which a mobile food vendor sells products.
- (c) **Application.** The submittal requirements for mobile food vending license review shall include the following:
- (1) [Intake Fee](#)
 - (2) Site Plan depicting the following:
 - a. Vehicle ingress/ egress
 - b. Location of vending unit, signs, tables, and/ or canopies
 - c. Site conditions, including parcel lines, existing parking, and building footprints
 - (3) City of Lake Stevens Business License
 - (5) Photograph of the vending unit, including signs and accessory equipment
 - (6) Proof of approval from the Snohomish [County Health Department](#)
 - (7) Proof of current Washington State vehicle registration
 - (8) Public liability insurance (at least \$500,000 for injuries and \$25,000 for damages)
 - (9) Public Property Use Agreement (if location is within a park, right-of-way, or other public property)
 - (10) Restaurant owner's written permission if vending unit will be located within 150 feet of any restaurant
 - (11) Permission of property owner (must include permission for vendor's employees to use restroom)
 - (12) Other materials required by the Planning and Community Development Director
- (d) **General Regulations.**
- (1) No portion of the vending unit may be used as sleeping quarters.
 - (2) All attachments to the vending unit, including but not limited to signs, lights, overhangs, and awnings, shall be maintained so as not to create a hazard to pedestrians, customers or vehicles.
 - (3) Mobile food vendors shall not obstruct sidewalks, streets, access points, fire lanes, or parking lot circulation by either the location of the vending unit, its accessories, or by causing customers to congregate.
 - (4) The mobile vendor shall comply with the standards set forth by the Washington State Department of Labor & Industries for electrical service to the mobile unit. Electrical lines shall not be located overhead or on the ground in any location where the public can access.
 - (5) All mobile food preparation vehicles shall possess an operational fire approval before operating in the City and shall comply with all Fire District Standards.
 - (6) Trash and other waste.
 - (i) The mobile food vendor shall leave the site clean and vacant each day, including picking up all trash and litter generated by the mobile food vendor's customers within 100 feet of the vending unit.

- (ii) Trash receptacles not intended for customer use shall be screened from public view and securely covered.
- (iii) The mobile food vendor shall install and maintain an adequate grease trap in the vending unit.
- (iv) Grease shall be properly disposed of per adopted Washington State health regulations.
- (v) Wastewater generated by the vending unit shall be disposed of in a proper manner and documented.

(7) The hours of operation for mobile vending are limited to 7:00 a.m. to 11:00 p.m.-

(e) Permitted Locations.

- (1) Mobile food vending units shall be prohibited in any residential zones and abutting rights-of-way.
- (2) Mobile food vending units shall not be located within 150 feet of any restaurant without written permission from the restaurant owner. Distance shall be measured using the shortest possible straight line from the closest edge of the mobile vending unit to the closest edge of the restaurant building on the same side of the street.
- (3) Mobile food vending units are allowed on private properties, in commercial and industrial areas pursuant to Table 14.40-I, and subject to written approval from the owner and the following requirements and restrictions:
 - (i) One portable pop-up tent that does not exceed 120 square feet or up to three tables with beach type umbrellas may be permitted as an accessory to the mobile vending unit. No cooking shall take place under the tent. Umbrellas and canopies must be removed at the end of the day.
 - (ii) Mobile food vendors must obtain permission to use the restroom from the property owner. Portable restrooms are not permitted on site.
 - (iii) Mobile food vending units may not diminish the required off-street parking for another use.
 - (iv) The vending unit shall conform to the standard front setback for the zoning district.
 - (v) All temporary signage associated with the mobile vending unit shall be limited to 10 square feet.
- (4) Mobile food vending units are allowed on public properties, including parks and street rights-of-way, subject to a Public Property Use Agreement, in addition to the license requirements in this section, subject to the following criteria:
 - (i) Customers shall not be served on the street side of the vending unit if parked in the public right of way;
 - (ii) No vending unit, sign, canopy or accessory may be in the sight distance triangle or project into the roadway as to cause a safety hazard; and
 - (iii) No vending unit may vend on any state or federal highway.

(f) Special Events.

- (1) Mobile food vendors may operate part on private and public properties as part of an approved event permit, subject to the following:
 - (i) Management of vendors, such as vendor selection, booth location and products offered, shall be the event sponsor's responsibility. Through the event permit process, the City may regulate the location of vendors to protect the health, safety and general welfare of the public and ensure that the event does not adversely affect the ability of the City to perform its duties and functions.
 - (ii) The event sponsor shall be responsible for ensuring that the vendors who prepare food or beverages on or off-site, and who intend to sell or serve food or beverage items to the public, have the required insurance policy as required by the City's current insurance provider. Said insurance shall list the City of Lake Stevens as an additional insured party and include the policy's endorsement.

(iii) The event sponsor shall be responsible to ensure that all food vendors have the necessary permits per the current Snohomish County Health District requirements or other applicable State or County regulatory agency.

(g) **Revocation of permit.** A mobile food vendor, permitted pursuant to this section, may have its license revoked, suspended, or denied subject to LSMC 4.04.15 if the City finds:

- (1) The vendor has violated or failed to meet the terms of this section and all other applicable sections of the municipal code or conditions of approval; or
- (2) The mobile food unit operation is detrimental to the surrounding businesses or to the public due to either appearance or conditions of the stand.

This application expires 180 days after the last date that additional information is requested.

I have reviewed and agree to the above regulations. I declare under penalty of perjury that the information I have provided is true, correct, and complete. I understand that this is an interim ordinance and is subject to change as the ordinance and application is finalized.

Signature of Applicant

Date