

PERMIT TYPES:

A. Short-term Operations within the Public Right-of-Way:

1. Permitted Zonings: All zonings. Residential Zoning Districts, Home Office Zoning District, Commercial Zoning Districts, Industrial/Manufacturing Zones, Special Purpose Zones, and Overlay Zoning Districts. The following restrictions apply to operations in Residential Zoning Districts.
 - a. Mobile Food Truck shall not park in front of a residence.
 - b. Mobile Food Truck shall maintain 50 feet from a single-family residence, measuring from property line to mobile food truck.
2. Prohibited areas:
 - a. 4TH Street between Westside Boulevard and Monterey Street.
 - b. South Street
3. Hours of Operation: Up to one (1) hour fifty-nine (59) minutes at one (1) location. Four (4) hours must pass to be allowed to return to a previous location. When moving from one location to another, vending must occur at another location at least one (1) block away.
 - a. Residential zonings: Mobile food vendors may operate between the hours of 8:00 a.m. to 6:00 p.m.
 - b. All other zonings: Mobile food vendors may operate between the hours of 6:00 a.m. to 12:00 a.m.

B. Long-Term Operations within the Public Right-of-Way:

1. Permitted Zonings: North Gateway Commercial Zoning District, Mixed-use Zoning District, and Industrial/Manufacturing Zones.
2. Mobile Food trucks may operate within the parking lot of a public park when the following requirements are met.
 - a. The location allows safe vehicle queueing within the public right-of-way.
 - b. Approval has been obtained to locate mobile food truck inside the park.
3. Prohibited areas:
 - a. 4TH Street between Westside Boulevard and Monterey Street.
 - b. South Street
4. Hours of Operation: For one (1) hour or longer. For a maximum of four (4) hours.
 - a. Residential zonings: Mobile food vendors may operate between the hours of 8:00 a.m. to 6:00 p.m.
 - b. All other zonings: Mobile food vendors may operate between the hours of 6:00 a.m. to 12:00 a.m.

C. Developed Private Property Operations:

1. Permitted Zonings: North Gateway Zoning District, Industrial/Manufacturing Zones, Mixed-use Zoning District, and/or Commercial Zoning Districts, on a legally developed site with an established use and parking.

2. Prohibited Areas: Residential Zoning Districts
3. Hours of Operation: May operate only from the developed private property location approved in the permit.
 - a. All other zonings, excluding residential: Mobile food vendors may operate between the hours of 6:00 a.m. to 12:00 a.m.; or
 - b. Mobile food vendors hours of operation may run concurrently with those of the established business on which the mobile food truck will be located.; or
 - c. Mobile food vendors may propose an alternative hours of operation schedule in which the vendor and developed private property owner or legal representative have agreed upon, not to exceed the hours of 6:00 a.m. to 12:00 a.m.

PERMIT PROCESS:

A. Process:

1. Upon receipt of a completed Mobile Food Vending Permit application, mobile food vending site plan, and all related documents and fees, the department shall consult with all applicable city departments, including police, fire, engineering, and code enforcement.
2. Planning Division staff will review the application submittal to determine completeness.
 - a. If application submittal is deemed complete it will be reviewed for approval or denial.
 - b. If application submittal is deemed incomplete, applicant will be granted 30 days to submit all necessary information. If applicant fails to submit the required information within 30 days, the application will be withdrawn without prejudice.

B. Requirements by application type:

1. Short-Term Operations within Public Right-of-Way: The applicant shall supply a site plan and other information that the department may reasonably require based upon the location, intensity, and level of services required for each proposed food truck. The applicant must show or provide, at a minimum, the following information.
 - a. Completed Mobile Food Vending Permit Application with Site Plan, and
 - b. Compliance with State and local laws, by submitting the following:
 - i. Copy of California Sales Tax Permit, and
 - ii. Copy of Local Tax Allocation for Temporary Sales Form, and
 - c. Business Tax Certificate and License from the City, and
 - d. Environmental Health Permit issued by the San Benito County Health and Human Services Department, and
 - e. Fees shall be paid to the affected department(s) at least 30 days before the scheduled occurrence of the Mobile Food Truck (MFT), and
 - f. Bonding, and Insurance naming the City as an additional named insured. The City may require a bond to be posted before the MFT to ensure that all conditions are met, including cleanup.
2. Long-Term Operations within Public Right-of-Way: The applicant shall supply a site plan and other information that the department may reasonably require based upon

the location, intensity, and level of services required for each proposed truck. The applicant must show or provide, at a minimum, the following information:

- a. Completed Mobile Food Vending Permit Application with Site Plan, and
- b. Authorization for use of Restroom Facilities, and
- c. Compliance with State and local laws, by submitting the following:
 - i. Copy of California Sales Tax Permit, and
 - ii. Copy of Local Tax Allocation for Temporary Sales Form, and
- d. Business Tax Certificate and License from the City, and
- e. Environmental Health Permit issued by the San Benito County Health and Human Services Department, and
- f. Fees shall be paid to the affected department(s) at least 30 days before the scheduled occurrence of the Mobile Food Truck (MFT), and
- g. Bonding, and Insurance naming the City as an additional named insured. The City may require a bond to be posted before the MFT to ensure that all conditions are met, including cleanup.

3. Developed Private Property Operations: The applicant shall supply a site plan and other information that the department may reasonably require based upon the location, intensity, and level of services required for each proposed food truck. The applicant must show or provide, at a minimum, the following information:

- a. Completed Mobile Food Vending Permit Application with Site Plan, and
- b. Authorization for use of Restroom Facilities Form, and
- c. Notarized Parking Authorization Form, and
- d. Compliance with State and local laws, by submitting the following:
 - i. Copy of California Sales Tax Permit, and
 - ii. Copy of Local Tax Allocation for Temporary Sales Form, and
- e. Business Tax Certificate and License from the City, and
- f. Environmental Health Permit issued by the San Benito County Health and Human Services Department.

FEE:

Administrative Review: \$156.95