



VENDOR LICENSE APPLICATION

MOBILE FOOD UNITS

APPLICANT INFORMATION	
Full Legal Name (F,M,L)	
Address	
Phone	
Email	

BUSINESS INFORMATION	
Business Owner Name	Same As Applicant
Business Name	
Doing Business As	

EMPLOYEE INFORMATION	
Operator Name	Same As Applicant
Employee	
Employee	
Employee	
Employee	

VEHICLE INFORMATION					
License Plate #	State	Make	Model	Year	Color

LOCATION INFORMATION			
<input type="checkbox"/> Private Property	<input type="checkbox"/> Downtown District	<input type="checkbox"/> City Property	<input type="checkbox"/> Community Event
Location Address			
Vehicle Location on Site			

OPERATIONS INFORMATION			
Date of Operation	From		To
Hours of Operation	From		To
Items to be Sold			

LICENSE OPTION		
<input type="checkbox"/> \$120 Annual	<input type="checkbox"/> \$40 Per Event (3 Days/Event)	<input type="checkbox"/> \$15 Temporary (10 Days/Year)

Annual license valid January-December; Temporary license issued only for community events.
Background check fee for Ice Cream Vendors (only) is \$50.

ACKNOWLEDGEMENT

APPLICANT STATEMENT

I have completed all of the applicable licensing requirements and, to the best of my knowledge, the documents and information I have submitted are true and correct. I have read the City ordinance regarding Mobile Food Units, and understand the rules and regulations set therein. I agree to hold harmless and indemnify the City, and its officers and employees, for any claims for damage to property or injury to persons which may be occasioned by any activity carried on under the terms of this license.

Applicant Signature

Date

OPERATIONAL REQUIREMENTS

City Code Section §22-804 sets for the conditions of operation for Mobile Food Units.

1. Must possess valid City Vendor License for dates of operation.
2. May operate from 8 a.m. to 10 p.m., and must be removed by 10:30 p.m. unless otherwise permitted.
3. Must have permission to operate on public or private property, and must be located in excess of 50 feet from a restaurant main entrance, unless otherwise permitted.
4. Must be setback five (5) feet from side and rear yards and 20 feet from driveways on public and private property, except in the Downtown District.
5. May occupy no more than two (2) on-street parking spaces when operating in the Downtown District, and may not obstruct pedestrian or traffic movement.
6. May not occupy accessible parking spaces or spaces used to fulfill minimum parking requirements.
7. May not sell to the general public in residential zones unless a Special Event Permit is issued to the Mobile Food Unit, except for Ice Cream Vendors.
8. Must provide own power supply and garbage and recycling receptacles.
9. May not have external seating, and only signage affixed to the vehicle is allowed.
10. Must provide food from a fixed location and may not operate a drive up or drive through service.
11. May not generate external audible noise, other than that which is typical to the operation, except for Ice Cream Vendors which may use outdoor music or noise-making devices to announce their presence.
12. May be subject to inspections by the Rogers Fire Department.

APPLICATION MATERIALS

Application Fee	Non-refundable application fee payable to the City of Rogers.
Background Check Fee	Non-refundable fee for background verification for Ice Cream Vendors.
Licenses	A copy of all applicable licenses issued by the State of Minnesota Hennepin County necessary to operate a mobile food vending operation.
Insurance	A copy of Liability and Worker's Compensation insurances
Private Property Approval	Completed Special Permissions form authorizing a Mobile Food Unit to operate on private property.
Restaurant Waiver	Completed Special Permissions form authorizing a Mobile Food Unit to operate within 50 feet of a restaurant main entrance.
Pictures	Pictures of vehicle to be located in community and set up of operation.
Menu	A menu of food items for sale from the Mobile Food Unit.
Other Items	City staff reserve the right to require additional items be submitted for a full review of the application if deemed necessary to consider the request.
Submittal Format	(1) Hardcopy of Application & Attachments Electronic Application & Attachments

All documents are public information.

NOTICE TO APPLICANT

A License Application is required for each Mobile Food Unit vehicle. Each owner, operator and/or employee of an Ice Cream Vendor that may conduct business in the City must complete the required background check. All License Applications for Mobile Food Units are reviewed individually and are evaluated based on their own merit(s). It is the responsibility of all applicants and license holders to review, understand and follow City Code Section §22-800 to §22-807 regarding Mobile Food Unit operations. The City reserves the right to deny applications for reasons including, but not limited to, failure to provide required information, and to revoke licenses for failure to comply with Mobile Food Unit operational requirements or other reasons as stated in City Code and/or loss of other required licenses, insurance, etc.



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MOBILE FOOD UNITS – SPECIAL PERMISSIONS

NOTICE TO PROPERTY OWNER

Written consent is require of a Mobile Food Unit operator to conduct business on public or private property. City Code states, but is not limited to, the following regarding such operations on public or private property.

1. Must be setback five (5) feet from side and rear property lines and 20 feet from driveways.
2. Must be located in excess of 50 feet from a restaurant main entrance, unless otherwise permitted.
3. May not occupy accessible parking spaces or spaces used to fulfill minimum parking requirements.
4. May operate from 8 a.m. to 10 p.m., and must be removed by 10:30 p.m. unless otherwise permitted.

APPLICANT INFORMATION

Name	
Business Name	
Doing Business As	

PROPERTY INFORMATION

Mobile Food Unit shall be located on public or private property.	
Business Name	Not Applicable
Address	
Contact Name	
Position	
Phone	
Email	

CONSENT

I hereby grant permission to the Mobile Food Unit to temporarily locate their mobile vending operation on my property for the time period as described on the attached License Application.

_____ _____
Property Owner or Authorized Representative Signature *Date*

RESTAURANT WAIVER

Mobile Food Unit shall be located within 50 feet of restaurant main entrance.	
Restaurant Name	
Address	
Contact Name	
Position	
Phone	
Email	

CONSENT

I hereby grant permission to the Mobile Food Unit described on the attached License Application to temporarily locate their mobile vending operation within 50 feet of this restaurant business.

_____ _____
Authorized Restaurant Representative Signature *Date*



VENDOR LICENSE APPLICATION

MOBILE FOOD UNITS – BACKGROUND CHECK

NOTICE TO OPERATORS

The City of Rogers requires background checks for Ice Cream Vendors. Prior to commencing sales, all operators and employees of an Ice Cream Vendor must complete this form and pass the background investigation.

BUSINESS INFORMATION

Business Name	
Doing Business As	

EMPLOYEE INFORMATION

Full Name (F,M,L)	
Maiden Name	
Alias or Former Name(s)	

Permanent Address			
City, State, Zip			
Home Phone		Cell Phone	
Email			

Date of Birth	
Race	

CRIMINAL BACKGROUND

Have you ever been convicted of a crime, misdemeanor or violation of any local ordinance, or state or federal statute, other than traffic offenses? Yes No

Offense & Place of Conviction		<i>Date</i>
Offense & Place of Conviction		<i>Date</i>
Offense & Place of Conviction		<i>Date</i>

SUBMITTAL REQUIREMENTS

Background Fee	Non-refundable background check fee payable to the City of Rogers.
State Issued License	Copy of Driver's License or other State-issued license with photo identification.

CONSENT

I authorize the Rogers Police Department to disclose all Minnesota criminal history record information to the City of Rogers for my suitability to conduct business as an employee of the Mobile Food Unit / Ice Cream Vendor as described herein.

Applicant Signature

Date

NOTARY

Notary _____

Notary Stamp

Signature _____

My Commission Expires _____