

CITY OF MEXICO BEACH

Food Truck
Application

APPLICATION &
GUIDELINES



City of Mexico Beach Food Truck Application Process

Who needs to fill out a food truck application?

All individuals, or businesses must submit a Food Truck Application to the City of Mexico Beach for approval if:

1. The food truck meets the definition of Ordinance 779.
2. The use of City of Mexico Beach property is involved.
3. The business will impact the ordinary and normal use of public property or streets within the vicinity of the business.
4. There will be sales of alcohol, outside of a currently held liquor license.

Food Truck Business' will require a meeting with City of Mexico Beach staff and an approval. Please contact the City Administrator to schedule a meeting date.

This completed application must be received by the City Administrator via e-mail, fax, mail or in person to City Hall a **minimum of 60 days prior to the opening date of business**. Submissions received in person at city hall must be delivered to the **office of Code Enforcement**. If you are not contacted by the city, please inquire to determine if your permit was received.

Food Truck Application Procedures

1. Submit completed Food Truck Application along with all required documentation.
2. Applications are circulated within city departments for comments.
3. Reviewed application is submitted to City Administrator for approval.
4. The City Administrator will notify applicant once Food Truck Application is approved and food truck paperwork will be issued for anticipated city services.
5. Payment for all utility services from the City of Mexico Beach must be paid in full if not self-contained.

Required Supporting Documentation

1. Layout of the food truck site showing all structures in respect to existing buildings, property lines, roads, and walkways.
 - a. Proposed ingress and egress
 - b. Tents, portable toilets, refuse containers and tables
 - c. Parking areas, including number and location of handicapped spaces
 - d. Electrical hookups requested from city
 - e. Supporting vehicle locations and number of vehicles
 - f. Signage
2. Certificate of Liability Insurance
3. Liquor License issued by the State of Florida (*if applicable*)
4. Signed documentation of contract and letter of consent by owner of private commercial property.
5. Additional parking location(s) with letters of approval from owner(s)

Requested food truck application are accepted only if all applicable permits are secured and all supporting documents are obtained. Failure to meet responsibilities can result in application being denied.



Food Truck Application Request

Thank you for choosing the City of Mexico Beach as the location for the food truck you are planning to open. Please complete this application, in its entirety, and return it at least sixty (60) days prior to the date of opening to:

City of Mexico Beach
201 Paradise Path
Mexico Beach, FL 32456

If you have additional questions, please call (850) 648-5700

Name of Food Truck Business: _____

Name of Owner: _____

Facility/Location Requested: _____

Address: _____
Street Address City State Zip Code

Primary Contact Name: _____ Phone: _____ E-mail: _____

Secondary Contact Name: _____ Phone: _____ E-mail: _____

Contact E-mail: _____

Web Address: _____

Type of Food Truck Business: _____

Please provide us with the following additional information regarding your food truck. Provide a description of any services you would like the city to provide not covered below and other specific information about your business not previously covered and add additional pages where you need additional space to explain your food truck business.

A. Will your food truck need any of the following city utilities: Water Sewer Sanitation Pickup

o Is (or will it become) a monthly recurrence or seasonal.

C. At your food truck, you will offer:

- Alcohol sales
- Food and Beverage
- Signage: _____
- Food/beverage/catering

D. Are you bringing in any special equipment such as:

- Large trailers
- Tents
- Other _____
- Lighting
- Generator(s) _____
- Sound equipment

E. Do you need the city to provide or make available, at an additional fee, any of the following:

- Connections for electricity

F. Provide your plan for waste disposal and any waste hauling services you have contracted or are requesting from the City: _____

G. Provide your plans for restroom facilities for customers at the food truck.

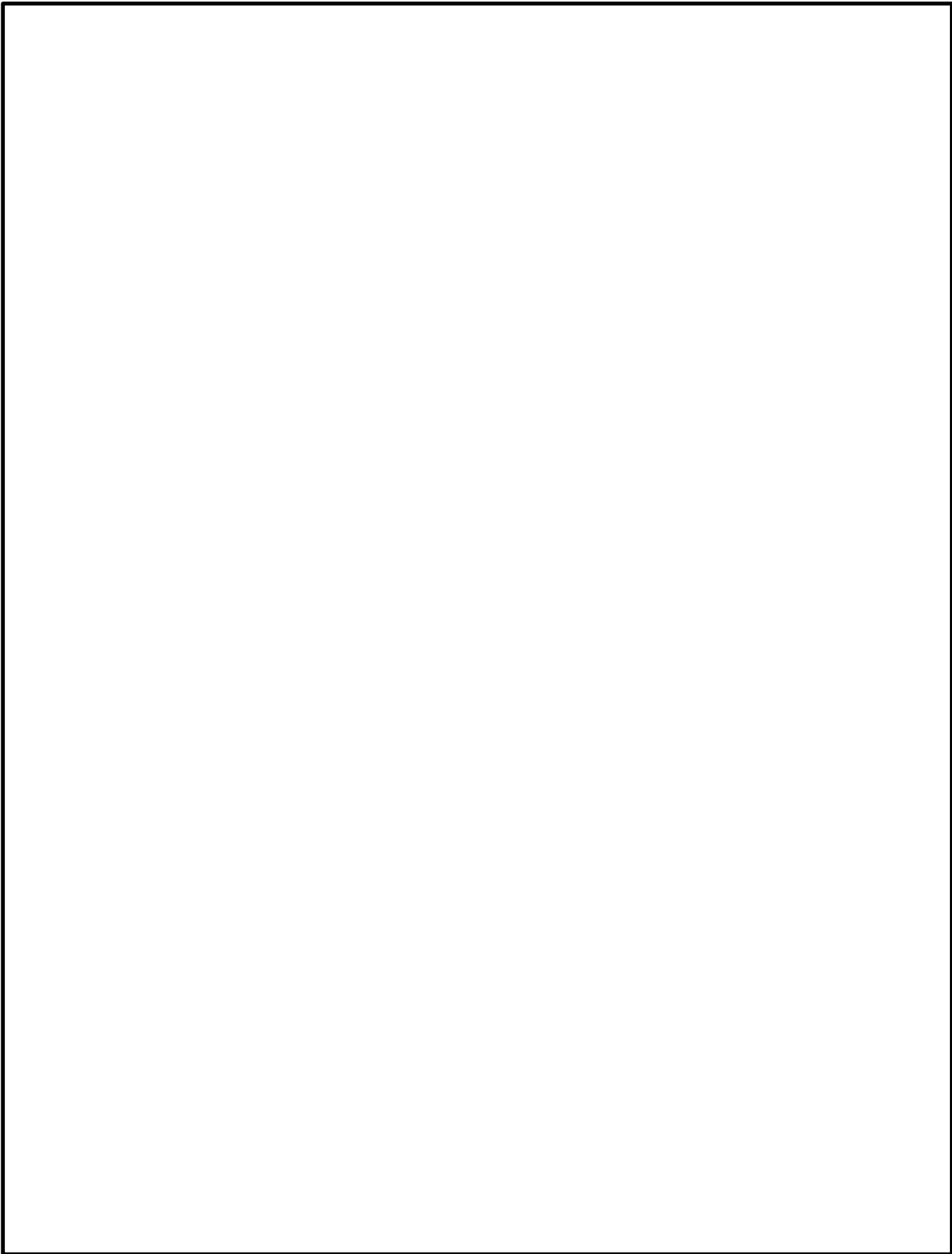
If using portable, Company name: _____

H. PARKING:

PARKING LOCATION(S)	1.
	2.
	3.
TOTAL SPACES:	
HANDICAPPED SPACES:	
If parking location is insufficient on site, parking arrangement letter(s) may be obtained from owner(s), renter(s) of additional parking sites. Letter must state permission from owner(s)/renter(s), and number of handicapped and regular parking spaces provided.	

J. Please provide a detailed description of the food truck location and draw or attach a diagram and/or map of the proposed event site/layout/route.

(Use the following page for site plan, diagrams, or maps)



APPLICATION CHECKLIST	
SITE PLAN (including)	A layout of the food truck site showing all structures with respect to existing buildings, property lines, roads, and walkways. A Google Earth aerial map or other source will work as a base map.
	Proposed ingress and egress
	Tents; restrooms, portable toilets, drinking fountains, tables, landscaping
	Parking areas: including number and location of handicapped spaces (must be 1 for every 25 regular spaces)
	Electrical hook ups
	Support vehicle locations and number of vehicles
	Signage
	Refuse containers
	Certificate of liability insurance, as stated above.
	Liquor license (<i>if applicable</i>)
	Signed documentation of contract with commercial property owner letter of consent.
	Signage request
	Additional parking location letter(s)
	Meeting with City staff if required

CITY OF MEXICO BEACH FOOD TRUCK AGREEMENT

The City of Mexico Beach issues Food Truck paperwork to

The applicant shall be responsible for the property used for the business and will ensure that the area will be properly cleaned and restored. Applicant shall ensure proper preventative measures are taken to prevent grease from dropping onto the ground, streets, sidewalks, paving, etc. Proper arrangements approved by the City, shall be made for the disposal of grease. Applicant acknowledges that they will be billed for the actual cost by the City for any clean up, restoration, and any additional City expenses that may have been incurred. The applicant shall pay any additional charges to the City within ten (10) days. If portable toilet facilities are used, all must be approved within ten (10) days before opening date.

Applicant agrees to defend the City against, and indemnify and hold harmless the City, its officers, employees and agents, against any claim that arises in whole or in part out of the activities for which the food truck agreement is issued; except any claims arising solely out of the negligent acts or omissions of the City, its officers, employees and agents.

Applicant assumes all risks and costs arising from the use of patented, trademarked or copyrighted materials, equipment, devices, processes, or dramatic rights used on or incorporated in the conduct of any food truck covered under the agreement (collectively, "intellectual property rights") and applicant agrees to indemnify and hold harmless the City, its officers, employees and agents, against any claim that arises in whole or in part out of any an alleged violation of intellectual property rights by applicant or associated with the food truck and will defend the City from any such suit or action, regardless of whether it is groundless or fraudulent.

As applicant, I do understand that a revocation of permission may be required according to Chapter 98 of the Mexico Beach City Code.

The applicant shall call for an inspection to assure compliance with all permitting conditions prior to opening the food truck.

This agreement shall bind and insure to the benefit of the parties hereto, their respective heirs, personal representatives, successors, and assignees.

Food truck shall not discriminate against participants or observers as to race, color, religion, sex, national origin, age, handicap, marital or veteran status.

Date: _____

Applicant: _____
(Name of Business)

Signed By: _____
(Contact person)

Print Name: _____

Print Title: _____

City of Mexico Beach

Signed By: _____
City Administrator

IF APPLICANT IS A CORPORATION OR PARTNERSHIP:

PAYMENT OF ALL SUMS DUE HEREUNDER IS HEREBY PERSONALLY GUARANTEED BY THE UNDERSIGNED.

Signature

Date

Printed Name

Address:

Telephone:

E-mail:

Office Use Only

Date Received: _____ By: _____

Via: E-mail Fax In Person Mail

Office Use Only

City Staff Approval

Police Department	Date
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Fire Department	Date
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Code Enforcement	Date
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Public Works	Date
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City Administrator	Date
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Approved _____ **Denied** _____

Reason: