



# VENDOR LICENSE APPLICATION

## MOBILE FOOD UNITS

License Fee: \$75.00

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

| BUSINESS INFORMATION |  |                   |
|----------------------|--|-------------------|
| Business Owner Name  |  | Same as Applicant |
| Business Name        |  |                   |
| Doing Business As    |  |                   |

| VEHICLE INFORMATION |       |      |       |      |       |
|---------------------|-------|------|-------|------|-------|
| License Plate #     | State | Make | Model | Year | Color |
|                     |       |      |       |      |       |

| LICENSES/AGENCY (County/Department of Agriculture/Other) |                |
|--|----------------|
| Agency   | License Number |
|  |                |
|  |                |

### ACKNOWLEDGEMENT

#### OWNER STATEMENT

I certify that the information contained in this form is true to the best of my knowledge; that I have read and understand the conditions under which my rental registration, if not exempt, may be suspended or revoked; and that the rental property being registered complies with applicable codes and ordinances.

\_\_\_\_\_  
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<br>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 ICE CREAM VENDORS – 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

|  |             |
|--|-------------|
| <i>Offense &amp; Place of Conviction</i> | <i>Date</i> |
| <i>Offense &amp; Place of Conviction</i> | <i>Date</i> |
| <i>Offense &amp; Place of Conviction</i> | <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 \_\_\_\_\_