



City of Roeland Park, KS  
4600 W. 51<sup>st</sup> St.  
Roeland Park, KS 66205  
(913) 722-2600

## Mobile Food Unit Permit Application

| OWNER INFORMATION                                                                                                                                                                                                                                                                                    |     |                          |    |                                     |                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--------------------------|----|-------------------------------------|--------------------------|
| Name                                                                                                                                                                                                                                                                                                 |     |                          |    |                                     |                          |
| Street Address                                                                                                                                                                                                                                                                                       |     |                          |    |                                     |                          |
| City/State/Zip                                                                                                                                                                                                                                                                                       |     |                          |    |                                     |                          |
| Business Phone                                                                                                                                                                                                                                                                                       |     | Cell Phone               |    |                                     |                          |
| Email Address                                                                                                                                                                                                                                                                                        |     |                          |    |                                     |                          |
| LOCATION / EVENT INFORMATION                                                                                                                                                                                                                                                                         |     |                          |    |                                     |                          |
| Street Address of location:                                                                                                                                                                                                                                                                          |     |                          |    |                                     |                          |
| Is this application for a City approved event (Block Party, Parks & Rec event)                                                                                                                                                                                                                       | YES | <input type="checkbox"/> | NO | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Fire Safety inspection approved?                                                                                                                                                                                                                                                                     | YES | <input type="checkbox"/> | NO | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Will you be serving Alcoholic beverages?                                                                                                                                                                                                                                                             | YES | <input type="checkbox"/> | NO | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Do you have permission from the property owner to vend at this location? Please include document.                                                                                                                                                                                                    | YES | <input type="checkbox"/> | NO | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Property Owner:                                                                                                                                                                                                                                                                                      |     |                          |    |                                     |                          |
| Property Owner Phone:                                                                                                                                                                                                                                                                                |     |                          |    |                                     |                          |
| Property Owner email:                                                                                                                                                                                                                                                                                |     |                          |    |                                     |                          |
| Dates and time of event:                                                                                                                                                                                                                                                                             |     |                          |    |                                     |                          |
| BUSINESS INFORMATION                                                                                                                                                                                                                                                                                 |     |                          |    |                                     |                          |
| Business Name:                                                                                                                                                                                                                                                                                       |     |                          |    |                                     |                          |
| Business Address:                                                                                                                                                                                                                                                                                    |     |                          |    |                                     |                          |
| Business email                                                                                                                                                                                                                                                                                       |     |                          |    |                                     |                          |
| Business web address                                                                                                                                                                                                                                                                                 |     |                          |    |                                     |                          |
| Kansas Food Establishment License #:                                                                                                                                                                                                                                                                 |     |                          |    |                                     |                          |
| License expiration date:                                                                                                                                                                                                                                                                             |     |                          |    |                                     |                          |
| Please provide these documents with your application:                                                                                                                                                                                                                                                |     |                          |    |                                     |                          |
| <ul style="list-style-type: none"><li>• Written permission from property owner</li><li>• Photos of the mobile food unit from front, side and back</li><li>• Current Health Inspection Certificate from State of Kansas</li><li>• Copy of Fire District inspection certificate, if required</li></ul> |     |                          |    |                                     |                          |

Roeland Park Code, Chapter 5, Article XIV contains conditions for operation for Mobile Food Units. In order to be approved, a Mobile Food Unit must comply with all of the following conditions.

By initialing the following statements, you are declaring that you will abide by all the conditions listed below and in Roeland Park Code.

| LIMITATIONS                                                                                                                                                                                                                                                                                                                                                                                     | INITIALS |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <ul style="list-style-type: none"><li>Mobile food units may not be parked on or vend from any city owned property or public right-of-way or street without pre-approval.</li></ul>                                                                                                                                                                                                              |          |
| <ul style="list-style-type: none"><li>Mobile food units may not be parked where a line of customers would hinder the flow of street traffic, bicycles within a bike lane or route, or pedestrians on a sidewalk.</li></ul>                                                                                                                                                                      |          |
| <ul style="list-style-type: none"><li>No accessible route providing access to persons with disabilities may be blocked or reduced to less than 5 feet in width. A minimum access of 5 feet must be maintained along all sidewalks and building entrances accessible to the public.</li></ul>                                                                                                    |          |
| <ul style="list-style-type: none"><li>Vendor operations must occur on paved surfaces.</li></ul>                                                                                                                                                                                                                                                                                                 |          |
| <ul style="list-style-type: none"><li>No mobile food vendor may vend within 100 feet radius of the main entrance to a brick and mortar restaurant during the posted business hours of such restaurant, unless mobile food truck vendor has written permission from the restaurant owner. Written permission must be available for inspection.</li></ul>                                         |          |
| <ul style="list-style-type: none"><li>Mobile food units that are within three hundred feet (300') of a residential use or residentially zoned property, shall be limited to hours of operation between 7:00 AM and 10:30 PM.</li></ul>                                                                                                                                                          |          |
| <ul style="list-style-type: none"><li>Signs are limited to those that are attached to the exterior of the mobile unit and must be mounted flat against the unit and not project more than (6) inches from the exterior of the unit. No freestanding signs, banners, flags, or similar items are allowed. Off premises signs directing patrons to the mobile food unit are prohibited.</li></ul> |          |
| <ul style="list-style-type: none"><li>No flashing lights or attention-attracting devices are permitted on or in association with the use of a mobile food unit. No direct light may be shined on adjacent property or cause glare or distraction for vehicles bicycles or pedestrians from a mobile food unit.</li></ul>                                                                        |          |
| <ul style="list-style-type: none"><li>No tables, chairs, or other accessory structures may be erected by a mobile food vendor outside of a mobile food unit.</li></ul>                                                                                                                                                                                                                          |          |
| <ul style="list-style-type: none"><li>Trash and recycling receptacles must be provided with each mobile food unit if not readily provided on-site. Receptacles must be attached to the unit or within 15 feet of the unit and shall not interfere with vehicle access, pedestrian movement, or ADA accessible routes to and around the unit.</li></ul>                                          |          |

- Mobile food units shall not be parked, or operate, on an individual property or site for more than 12 hours within a 24-hour period, except as part of an approved public property special event, approved residential block party, or private catering arrangement. Units not exempted that wishes to occupy a site for more than 12 hours must obtain a special exemption from the Building Official for cause.

### AFFIDAVIT

I declare under penalty of false statements that, to the best of my knowledge and belief, the statement made on this application are correct and true. I agree to comply with all local, State and Federal laws, which govern business operations. I have reviewed and understand the Mobile Food Unit conditions set forth in the Roeland Park Code Chapter 5, Article XIV and agree to comply with all regulations as set forth.

Business Name:

Business Owner Printed Name:

Business Owner Signature: Date:

### FOR OFFICE USE ONLY

Received By:

Date:

Vend Location Zoning:

Approved By:

Occupation License Fee \$80

Post June 1<sup>st</sup> ½ year fee \$ 40

Special Instructions: