



Town of Monroe Planning & Zoning Department

APPLICATION

Mobile Food Vendor Permit

APPLICATION FOR MOBILE FOOD VENDOR– Any vehicle or conveyance-mounted cart, trailer, kiosk or other similar apparatus, used to store, prepare, display or serve and/or non-alcoholic beverages intended for immediate consumption sited on public or private property for a limited time pursuant to Town of Monroe Zoning Regulations §6.12.

TYPE OR PRINT IN INK – *Complete all items / incomplete applications will be returned* Date of Application: _____

Site Location: _____

Mobile Food Vendor Name: _____

Contact Person: _____ Email: _____

Mailing Address: _____ Phone: _____

MOBILE FOOD VENDOR PERMIT TYPE, DATES AND HOURS OF OPERATION:

Mobile Food Vendor Type	Date(s)	Hours	Duration Limits
<input type="checkbox"/> Community-Wide Event			Dates and Hours not to exceed that of the approved associated Community-Wide Event.
<input type="checkbox"/> Single-Day Event			No more than two (2) per location in consecutive twelve (12) months. Hours including setup and take down not to exceed 9:00 am to 10:00 pm.
<input type="checkbox"/> Accessory to Brew Pub			As per site specific approved Accessory Brew Pub Site Development Plan Approval.

APPROVALS:

Department	Date	Signature
Monroe Health Department		
Fire Marshal		
Zoning Enforcement Officer		

ENDORSEMENT

I hereby certify that I am making this application as or on behalf of and with the full authority of the owner(s) of the property or premises and am aware of and understand the Town of Monroe Zoning Regulations pertinent to the application and affirm that the statements and information provided are accurate and true. Falsification, by misrepresentation or omission, or failure to comply with any conditions of issuance shall constitute a violation of the Monroe Zoning Regulations, subject to citation and/or approval revocation. Further, the undersigned hereby authorizes the Town of Monroe and its agents, to access and walk the premises during normal and reasonable business hours for the purpose of application investigation, inspection of improvements or construction, and enforcement and/or compliance determination of the Zoning Regulations, Town Ordinances, and General Statutes of the State of Connecticut, as may be applicable. I understand that a Mobile Food Vendor Permit may be issued based upon determination to the satisfaction of the Zoning Enforcement Officer that the application complies with the standards of the Monroe Zoning Regulations.

Applicant's Signature _____ Date _____

Subscribed and sworn to by _____ on this _____ day of _____, 20____, before me:

Notary Public, Justice of the Peace, Commissioner of the Superior Court

Owner's Signature _____ Date _____

Subscribed and sworn to by _____ on this _____ day of _____, 20____, before me:

Notary Public, Justice of the Peace, Commissioner of the Superior Court or provide an original Owner Letter authorizing the application.

TOWN OF MONROE

MOBILE FOOD VENDOR OPERATING CONDITIONS

All applications for a Mobile Food Vendor Permit shall be submitted to the Zoning Enforcement Officer in a timely manner to provide sufficient time for evaluation prior to the date of the event.

Location Map to be Provided:

- ❖ **Community-Wide Event Mobile Food Vendor** – Copy of Community-Wide Event Sketch Plan with location marked.
- ❖ **Single-Day Event Non Residential** – Site Plan Map showing proposed location of Mobile Food Vendor Unit.
- ❖ **Accessory Brew Pub Mobile Food Vendor** – Location limited to that designated on approved Site Development Plan.

The following conditions must be met:

- ❖ Mobile Food Vendor operator or designee shall be present at all times, except in cases of an emergency.
- ❖ Drive-up service to the Mobile Food Vendor shall be expressly prohibited.
- ❖ Offerings shall be limited to food and/or non-alcohol beverages only; no general merchandise, goods or other services shall be provided or offered.
- ❖ The Mobile Food Vendor location shall be maintained and kept clean of waste at all times. Adequate waste receptacles shall be provided, which shall be maintained during operations and removed following use. Collected waste, including excess liquids, shall be disposed of in a proper and legal manner.
- ❖ Mobile Food Vendor shall not park within a public or private street right-of-way or within any travel lane of the site; nor operate in a manner that impedes, endangers, or interferes with pedestrian or vehicular traffic.
- ❖ Shall not be located within a Zoning regulated setback yard or landscape buffer.
- ❖ Mobile Food Vendors accessory to a Brew Pub site shall abide by and be located in the designated location as set forth in Planning and Zoning Commission approved Accessory Brew Pub Mobile Food Vendor Site Development Plan for the site.
- ❖ Mobile Food Vendors approved for a Single-Day Event or Accessory to a Brew Pub shall be removed from the premises during impermissible hours of operation and shall not otherwise be stored, parked or left overnight on the premises.
- ❖ Mobile Food Vendors approved for a Community-Wide Event shall be promptly removed following the ending of the Community-Wide Event.

External Apparatus:

- ❖ The Mobile Food Vendor shall be self contained, with no external connection to any power, water, sewer or other utility source, not including self contained generators temporarily used by the mobile food vendor, provided same is contained and controlled to prevent unauthorized access thereto.
- ❖ The Mobile Food Vendor shall not include any exterior lights which are not otherwise integral to the Mobile Food Vendor Unit. Permitted lights shall project light downward and shall be compliant with the light standards set forth on Article 6 of the Monroe Zoning Regulations.
- ❖ The Mobile Food Vendor shall not include any audio amplification system.
- ❖ The Mobile Food Vendor shall not setup or provide exterior seating.
- ❖ The Mobile Food Vendor shall not include temporary, portable or exterior signage except that which is permanently affixed to the Mobile Food Vendor Unit.
- ❖ The Mobile Food Vendor shall not include an outside or external storage, display or presentation of items associated with the Mobile Food Vendor, except appropriate required waste receptacles.

**FOR QUESTIONS or INFORMATION CONTACT PLANNING and ZONING DEPARTMENT @ (203) 452-2812
ZONING ENFORCEMENT OFFICER, JOSEPH CHAPMAN @ (203) 452-2816 – jchapman@monroect.org**