

# Planning Application

## **Long Term Food Truck**

(Permanency is more than 40 consecutive days,  
or 75 calendar days in a year)



Planning & Economic Development Department  
2240 Minton Road  
West Melbourne, FL 32904-4928  
phone: (321) 837-7778  
fax: (321) 768-2390  
[www.westmelbourne.org](http://www.westmelbourne.org)



**West Melbourne**  
FLORIDA

**REQUIRED INFORMATION**

## Mobile Catering Kitchen Application

Food truck vehicles are referred to as “Mobile Catering Kitchens” in the definition below and any food truck at special events or temporarily for fewer than 40 consecutive days can obtain a special event permit – contact the Building Department. This application is for food trucks that stay in place for 40 consecutive days or longer in a year.

**Food Truck Commissary–**

*An established commercial kitchen where mobile catering kitchens and other **food** service providers can go to prepare and store food, and which the State Department of Agriculture and Consumer Services or State Hotels and Restaurants departments has deemed to be an acceptable location for food service. Commissaries include stores that sell food in a dining room, cafeteria, restaurant, pub, eating and drinking establishment, or snack bar.*

**Mobile Catering kitchen –**

*A self-propelled food truck or vending trailer with preparation and service inside the trailer/truck. A mobile catering kitchen is a state-licensed mobile food dispensing vehicle that acts as an accessory kitchen to restaurant, bar or brewpub, and for industrial and institutional businesses, a commercial kitchen or cafeteria. A mobile catering kitchen must meet the requirements found in the Zoning Code and must be associated with a State of Florida approved commissary.*

**LIST OF REQUIRED SUBMITTALS**

Only completed applications will be accepted with:

1. ( ) Completed application form
2. ( ) Occupational Certificate fee of \$200
3. ( ) Copy of State of Florida license from the Department of Business and Professional Regulation, Division of Hotels and Restaurants, OR Florida Department of Agriculture
4. ( ) Copy of the catering kitchen’s current business tax receipt on which the food truck relies on
5. ( ) Completed registration for the City’s Fats, Oils and Grease program ([www.carmodyce.com](http://www.carmodyce.com))
6. ( ) Written agreement with the state licensed catering kitchen that confirms that employees and customers have access to a flushable permanent restroom within 150 feet of the vehicle
7. ( ) Photograph of the mobile catering kitchen showing all 4 sides of the vehicle
8. ( ) Site Plan showing the location within the parking lot of the host business and setbacks to driveways, sidewalks, intersections and the building(s)
9. Plot plan drawn on page 6 of this application
10. Business Tax Receipt submittal of the food truck

**APPLICANT INFORMATION**

Applicant Name: \_\_\_\_\_

Applicant’s Address \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_



**VEHICLE INFORMATION**

Vehicle owner name \_\_\_\_\_ Proposed location: \_\_\_\_\_  
If different than applicant \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_  
Name of food truck business: \_\_\_\_\_

Describe the food to be sold: \_\_\_\_\_

If the Mobile Catering Kitchen travels on public roads, provide the license tag number and include a photo \_\_\_\_\_

Size of Mobile Catering Kitchen:  
Square feet: \_\_\_\_\_  
Length: \_\_\_\_\_  
Width: \_\_\_\_\_  
Height: \_\_\_\_\_

**Operation**

What source of power does the mobile catering kitchen use? \_\_\_\_\_  
Will the vehicle have outdoor seating area? If yes, show on the following page \_\_\_\_\_

Will patio umbrellas be used? \_\_\_\_\_ If yes, the materials shall be made of fire retardant material

Indicate your hours of operation:  
\_\_\_\_\_

Include a photograph depicting all four sides of the mobile catering kitchen.  
Is the property proposed to be connected directly to?

City Water? \_\_\_\_\_yes \_\_\_\_\_no  
City Sewer? \_\_\_\_\_yes \_\_\_\_\_no

Contact the Building Department  
For permitting requirements, tel.837-7776

Where is the nearest restroom that the truck employees and patrons will use?  
\_\_\_\_\_

Indicate the arrangement for proper grease and wastewater disposal:  
\_\_\_\_\_

Check this box that you will have no audible advertisements from the mobile catering kitchen

**OWNER'S AUTHORIZATION AND AGENT  
AFFIDAVIT**

*This form needs to be completed by the Applicant and Owner*

TO: City of West Melbourne  
Attn: Planning & Economic Development Department  
2240 Minton Road  
West Melbourne, FL 32904

Before me, the undersigned authority ( \_\_\_\_\_ ) personally appeared, who being by me duly sworn on oath, deposes and says:

1. That said authority is the fee simple owner of the property described in this application on which the food truck is to be placed.
2. That said authority desires a Mobile Catering Kitchen Operational Certificate be given to allow:

RE: \_\_\_\_\_  
(Vendor Name and Address)

\_\_\_\_\_ to apply for a Mobile Catering Kitchen Operational Certificate for the property described above.

\_\_\_\_\_  
Owner's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Telephone Number

*The above signed appeared before me and personally subscribed and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.*

*Form of identification:* \_\_\_\_\_

*My commission expires on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.*

(Seal of Notary)

\_\_\_\_\_  
*Name of Notary Public*

\_\_\_\_\_  
*Signature of Notary Public*

**AFFIDAVIT OF  
APPLICATION**

*This form to be signed by the Applicant (food truck owner)*

1. I am the food truck owner and I affirm that all information that I have provided is true and correct. I further acknowledge that I will be subject to all penalties prescribed by law for providing any false information to the City. I understand the requested permit, if approved, will be issued to the food truck operator subject to applicable fees payable to the City of West Melbourne.
  
2. Should this application be granted, I understand that any condition(s) that are imposed with the granting of this request shall be binding to the mobile catering kitchen owner and operator, his or her heirs, and successors.

\_\_\_\_\_  
*Food Truck owner*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

*The above signed applicant appeared before me and personally subscribed and sworn before me on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.*

*Form of identification:* \_\_\_\_\_ -  
\_\_\_\_\_

*My commission expires on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.*

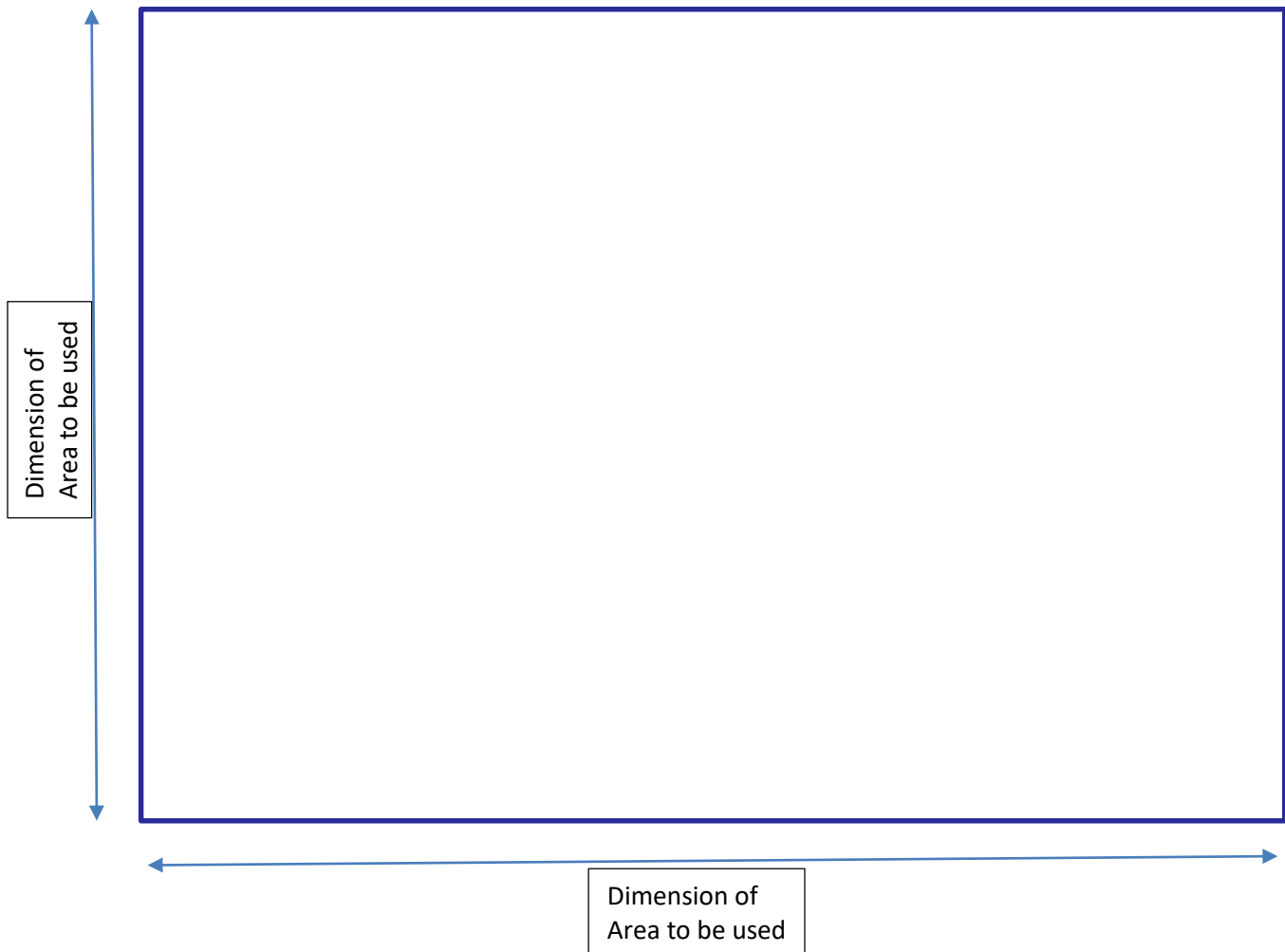
\_\_\_\_\_  
*Signature of Notary Public*

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\_\_\_\_\_  
*Name of Notary (printed, typed, or stamped*

*(Seal of Notary)*

## Plot Plan



### On the plot plan show:

- ✓ The dimension of the area to be used
- ✓ Footprint of the food truck
- ✓ Show the food truck's orientation in a parking space(s)
- ✓ Footprint of the outdoor seating area
- ✓ A trash receptacle

### Include a copy of a site plan of the overall property with dimensions and

- Label the parking space(s) to be used
- Label the host commissary
- Indicate the distance between the commissary and the food truck spot
- Show the 10-foot setback
- Show 500 feet of distance to schools
- Show the 20'foot setback to all driveways and 30' to all public road intersections if a corner lot