

# Instructions for Mobile Food Unit License Application

1. Complete the application form in its entirety making sure every blank is completed. If not applicable, place NA on the blank.
2. Every property owner listed on the deed must sign and date the application.
3. All items listed on the application as requirements to be shown on the site plan, must be shown on the site plan.
4. For an application to be accepted for processing, all of the following must be contained in the application package:
  - Completed Mobile Food Unit License application with the applicant signature and all property owner signatures (pdf named APPLICATION)
  - Completed application for a Lincoln City Occupation Tax Permit (OTP) (pdf named OTP)
  - Completed Online Direct Pay Authorization Agreement for Credit/Debit Cards Authorization Form for the land-use review fee of \$400 (if you wish to pay by check or phone, please call 541.996.1232) (pdf named PAYMENT)
  - A written agreement with the property owner granting permission to locate a mobile food unit on the site in the case of private property OR an approved PARKS CONCESSIONS agreement (pdf named AGREEMENT)
  - Trash and food waste containment, storage, and disposal plan (pdf named TRASH PLAN)
  - Narrative of proposed methods of containment, storage, and disposal for grease, sanitary sewer, and wastewater (pdf named NARRATIVE)
  - Site plan showing ALL required elements listed on the application (pdf named SITE PLAN)
  - Proof of inspection by the Fire Marshal, via an email from the Fire Marshal to [planning@lincolncity.org](mailto:planning@lincolncity.org)
    - **CONTACT THE FIRE MARSHAL TO SCHEDULE THE INSPECTION:**
      - **541-996-2233 Phone**
      - [cheidt@nfr.org](mailto:cheidt@nfr.org) Email
  - Copy of all Oregon and Lincoln County food service licenses and permits for the license year [All applicants must meet state, county, and other applicable city standards relating to, but not limited to: food preparation, Serve Safe, licensing, health and safety standards.] (pdf named HEALTH LICENSE and one named SERVE CARDS)
  - Proof of insurance as required in Lincoln City Municipal Code (LCMC) 5.30.030 (pdf named INSURANCE)
5. Applications will NOT be accepted until all items in #1 through 5 are included.
6. **COMPLETE APPLICATION PACKAGES THAT INCLUDE ALL ITEMS LISTED ABOVE SHALL BE EMAILED TO: [PLANNING@LINCOLNCITY.ORG](mailto:PLANNING@LINCOLNCITY.ORG)**
7. Once accepted and approved by the Lincoln City Planning & Community Development Department, then the Lincoln City Finance Department will review, process the fees for the OTP and mobile food unit license (which are separate from the \$150 review fee for Planning & Community Development), and issue the required OTP and mobile food unit license.



# Mobile Food Unit License Application

## **APPLICANT:**

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_  
E-MAIL: \_\_\_\_\_

## **PROPERTY OWNER/CONTRACT PURCHASER (as listed on deed OR purchase contract):**

*Copy of purchase contract must be emailed with the rest of the application items.*

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_  
E-MAIL: \_\_\_\_\_

## **PROPERTY OWNER/CONTRACT PURCHASER (as listed on deed OR purchase contract):**

*Copy of purchase contract must be emailed with the rest of the application items.*

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_  
E-MAIL: \_\_\_\_\_

## **SITE INFORMATION:**

ZONING DISTRICT:  PC  RC  
 GC  NP – Business District  
 P  NP – Beachside Mixed Use  
 PI  TVC  
 OP

SITE ADDRESS: \_\_\_\_\_  
SITE TAX MAP: \_\_\_\_\_

Is the property owned by the City of Lincoln City?

\_\_\_\_\_ Yes, and the Parks Concession Agreement is attached.

\_\_\_\_\_ No, and the written agreement from the property owner for mobile food unit use of the site for the license year is attached. (LCMC 17.80.170.B.1 and LCMC 5.30.025.A.2)



**ATTACHMENTS:**

Mark the blank next to each item below to indicate that the document is included in the emailed submittal:

- \_\_\_\_\_ Written agreement with the property owner, wherein the proper owner grants permission to locate a mobile food unit on the site (required unless applicant and property owner are the same) (LCMC 17.80.170.B.1 and LCMC 5.30.025.A.2)
- \_\_\_\_\_ Valid license from Environmental Health Department (LCMC 17.80.170.B.5 and LCMC 5.30.025.A.8 and 5.30.040.B)
- \_\_\_\_\_ Fire Marshal’s signature that the unit has passed inspection signified an email from the Fire Marshal (LCMC 17.80.170.B.9 and LCMC 5.30.040.A)
- \_\_\_\_\_ Plan for trash and food waste containment, storage, and disposal (LCMC 5.30.040.A.5)
- \_\_\_\_\_ If Class III or IV, plan for methods of containment, storage, and disposal for grease, sanitary sewer, and wastewater (LCMC 5.30.040.A.6)
- \_\_\_\_\_ Signed agreement or plan for vendor and patron restroom and hand-washing facilities (LCMC 5.30.040.A.7)
- \_\_\_\_\_ Food handling permit from Environmental Health Department (LCMC 17.80.170.B.11 and LCMC 5.30.025.A.8)
- NA \_\_\_\_\_ Serve Safe permit from Environmental Health Department (LCMC 17.80.170.B.11 and LCMC 5.30.025.A.8) (Note that Environmental Health Department is not issuing Serve Safe permits)
- \_\_\_\_\_ Proof of insurance (LCMC 5.30.025.A.9 and 5.30.030)
  - City-owned property – LCMC 5.30.030.A.
  - Privately-owned property – LCMC 5.30.030.B

**ACKNOWLEDGEMENTS:**

My/our initials on the blank next to each item below indicate my/our acknowledgement that the submitted site plan clearly identifies the following items:

- \_\_\_\_\_ North arrow, scale, and date of drawing (LCMC 17.80.170.D.3.a)
- \_\_\_\_\_ Property boundaries and dimensions (LCMC 17.80.170.D.3.b)
- \_\_\_\_\_ Location of existing structures (LCMC 17.80.170.D.3.c)
- \_\_\_\_\_ Proposed location of mobile food unit with distances from all property lines and all structures (LCMC 17.80.170.D.3.d)
- \_\_\_\_\_ Distances of at least 10 feet between any property line and the mobile food unit (LCMC 17.80.170.B.6.a)
- \_\_\_\_\_ How placement of the mobile food unit maintains 3 feet of clearance around all exit paths from the unit (LCMC 17.80.170.B.6.b)
- \_\_\_\_\_ Parking lot layout, drive aisles, access, and pedestrian and vehicular circulation pattern with dimensions (LCMC 17.80.170.D.3.e)
- \_\_\_\_\_ At least one access path to and from the unit and the public access way complying with ADA access requirements (LCMC 17.80.170.B.4)
- \_\_\_\_\_ Location of shared dining area, if any, and the location of the ADA-accessible path from the mobile food unit to the ADA-accessible dining area (LCMC 17.80.170.C.1)

**NOTE: ALL OF THE ABOVE ITEMS MUST BE CLEARLY IDENTIFIED ON THE SUBMITTED SITE PLAN BEFORE THE APPLICATION WILL BE ACCEPTED FOR PROCESSING**

My/our initials acknowledge the following:

- \_\_\_\_\_ A mobile food unit is a wheeled mobile unit that meets state, county, and Department of Motor Vehicles requirements for licensing, registration, and operation as a unit utilized to provide commercial food preparation and serving to the general public. Food may be prepared or processed on the unit, and said prepared or processed food is sold and dispensed to the ultimate consumer from the unit.
- \_\_\_\_\_ The mobile food unit is fully contained, and equipment is integral to the unit. (LCMC 17.80.170.B.2)
- \_\_\_\_\_ External generators are prohibited. (LCMC 17.80.170.B.2)
- \_\_\_\_\_ The mobile food unit does not block any designated travel or fire lanes, pedestrian access, or clear-vision areas. (LCMC 17.80.170.B.7)
- \_\_\_\_\_ The mobile food unit does not occupy a parking space or required feature that is required for a use on the same site. (LCMC 17.80.170.B.7)
- \_\_\_\_\_ The mobile food unit will not provide or serve customers as a drive-through facility (LCMC 17.80.170.B.8)
- \_\_\_\_\_ Signs for the mobile food unit are wholly applied to the surface of the mobile food unit. (LCMC 17.80.170.B.10)
- \_\_\_\_\_ The mobile food unit license is non-transferable. (LCMC 5.30.080.A)
- \_\_\_\_\_ The mobile food unit may only operate in the approved location (LCMC 5.30.080.B)
- \_\_\_\_\_ The mobile food unit shall not operate or be located within public right-of-way (LCMC 5.30.070.B.1)
- \_\_\_\_\_ I/we will pick up any food waste, paper, cardboard, wood, or plastic containers, wrappers, trash, debris, and/or any litter in any form which is deposited by any person on the sidewalk or street or other property within 35 feet of my/our mobile food unit at any time the operation is open for business, and shall be responsible for the proper disposal of same. (LCMC 5.30.080.G)
- \_\_\_\_\_ At the time of annual license renewal, the mobile food unit license shall not be renewed unless I/we submit an annual report and documentation for the preceding year(s) including (1) gross sales; (2) concession fees paid; (3) other fees and charges paid for use of public property or right-of-way; (4) Priority/Priority Foundation Fail records for the previous year. (LCMC 5.30.080.L)

I (We) hereby declare under penalty of perjury under the laws of the State of Oregon that the foregoing information is true, complete, and accurate. I (We) have read and fully understand, and agree to meet, the criteria for mobile food units as outlined in Lincoln City Municipal Code (LCMC) Chapter 5.30 and LCMC Section 17.80.170 and reflected in this application. I (We) acknowledge that providing false information in the application shall be a violation and grounds to deny the application and void the approval.

**SIGNATURES:**

\_\_\_\_\_  
Applicant (signature required) \_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner/Contract Purchaser (signature required) \_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner/Contract Purchaser (signature required) \_\_\_\_\_  
Date

<b>Office Use Only</b>	
_____ Approved by Planning & Community Development	_____ Date