



Mobile Food Vendor Information Packet





MOBILE FOOD VENDOR LICENSE

- A Mobile Food Vendor license must be obtained to operate within Edgerton City limits.
- To apply for a Mobile Food Vendor license, please submit the enclosed application along with a copy of a valid Food Establishment License from the Kansas Department of Agriculture as well as the food vendor fee as established in the City Fee Resolution.
- Each Mobile Food Vendor license is valid January 1 through December 31.
- A Mobile Food Vendor license must be displayed in plain view next to or below a valid Food Establishment License from Kansas Department of Agriculture.
- Mobile Food Vendors are permitted to operate when:
 - Participating in a City-authorized event;
 - Operating on private property; or
 - Vending in the public right-of-way that adjoins any City street, but **ONLY** if the particular location has been previously approved by the City and the vendor does not impede traffic.

LOCATION RESTRICTIONS

- Mobile Food Vendors are permitted only in **NON-RESIDENTIAL** districts unless at an approved block party event with an authorized temporary street closure.
- Mobile Food Vendors are not to block any street/alley or operate in a manner that causes congestion, interferes with traffic flow or obstructs traffic signage or signals.
- Vending in the public right-of-way that adjoins any City street is permitted **ONLY** in **APPROVED LOCATIONS**. See **MAP OF APPROVED LOCATIONS** enclosed in this packet. Mobile Food Vendors located in these approved locations may be required to move by the City when deemed to be impeding traffic flow and in the best interest of the public.
- To operate on private property, Mobile Food Vendors must obtain express written consent from the property owner. Responsibility for obtaining property owner permission is on the Mobile Food Vendor. Mobile Food Vendors must have a copy of written consent while operating.
- Mobile Food Vendors must operate within the public right-of-way when utilizing on-street parking spaces. Items may only be sold curbside from an on-street parking space.
- Vending is prohibited in public facilities or parks, unless located in an on-street parking stall or approved as part of a City-authorized event.
- Vending is also prohibited in public right-of-way along parade routes on the day of the parade.
- Mobile Food Vendors must park on paved (concrete or asphalt) surfaces.



OPERATIONAL REGULATIONS

- Mobile Food Vendors must maintain a 3-foot passageway for pedestrians at all times. No route providing access to persons with disabilities may be blocked or reduced to less than 5 feet in width. If any such hindrance occurs, the Mobile Food Vendor must either:
 - Instruct customers to move to a safe location outside of the flow of traffic and pedestrians;
 - Temporarily stop vending from its unit; or
 - Move its unit to a different location.
- Merchandise must be secured so that it does not endanger pedestrians or protrude into a public right-of-way.
- Vendors are prohibited from operating from a single property for more than 4 hours out of every day, or outside the hours of 7:30 a.m. to 30 minutes after sunset except as part of a City-approved event.
- The sale of alcoholic beverages is prohibited.
- Tables, chairs or other accessory structures are prohibited outside of a Mobile Food Vendor unit.
- Mobile Food Vendors that utilize a cooking process or heating stove must maintain one portable fire extinguisher (size 2 A 10 BC).
- Vendors must provide sufficient trash receptacles for use by its customers.
- The use of artificial lighting is permitted if it is mounted to the unit at a height no taller than the vehicle, trailer, or pushcart itself.
- Area lighting must be installed with down-light fixtures and may only be located on the service side of the vehicle, trailer or pushcart.
- The use of flashing lights and other attention attracting devices is prohibited.
- Mobile Food Vendors must return the site to its previous condition (i.e. removal of all litter, repair of any damage, or other evidence of the vending). If the site is not returned to its previous condition, the City may restore the site at the expense of the vendor.
- Vendors must comply with all City noise ordinances.

SIGNAGE

- Signage may be permanently painted, affixed to or wrapped around the vehicle or trailer.
- Signage mounted on a unit shall not extend more than 1 foot in any direction.
- No sign on a unit may be illuminated.
- One A-frame sign per Mobile Food Vendor is allowed within 15 feet of the vehicle, trailer or pushcart. A-frame signs may not exceed 8 square feet in size. Separate sign permits shall not be required. All other types of detached signs are prohibited.



SUSPENSION OR REVOCATION OF A LICENSE

- The City may, at any time, order any Mobile Food Vendor to be inspected to determine if said unit is suitable from the standpoint of safety for the conduct of a Mobile Food Vendor business and that all provisions of Article 4 of Ordinance 1023 and any other City ordinances relating to safety are being complied with.
- Any license issued for a Mobile Food Vendor may be revoked or suspended by the City Administrator where it is determined the Mobile Food Vendor is found to be in violation of any of the provisions of Article 4 of Ordinance 1023.
- The City Administrator, before revoking or suspending any license, shall give the Mobile Food Vendor at least 10 days to submit information contesting the decision to revoke the license.
- Any decision by the City Administrator to revoke or suspend a license is appealable to the City Governing Body, but an appeal shall not allow the Mobile Food Vendor to continue to operate, unless the City Administrator's determination specifically allows continued operation during the period of appeal.

LICENSE NOT REQUIRED

The following activities and operations are exempt from the City licensing requirements:

- Caterers, operating for a private event and not allowing individual sales;
- Vendors selling as part of a City approved Special Event; or
- Vendors selling on public or private school property with the permission of any such school.

**MOBILE FOOD VENDOR INFORMATION**

Name of Business: _____

Mailing Address: _____

Business Phone: _____ Business Email: _____

EIN or Kansas Sales Tax Number: _____

Owner/Operator Name: _____

Owner/Operator Phone: _____ Owner/Operator Email: _____

After Hours Emergency Contact Information: (Please provide two contacts, if possible.) This information will assist public safety agencies in case of emergency.

MOBILE FOOD VENDOR LICENSE FEE*☐ Fee: \$ 100.00

*Mobile Food Vendor License Fee is set annually by the City Fee Resolution in January of each year.

SIGNATURE

I, the above named applicant, affirm that the information provided in this application is true and correct to the best of my knowledge.

Signature of Applicant: _____ Date of Application: _____

Printed Name of Applicant: _____

Please include the following when submitting a Mobile Food Vendor License Application:

- Copy of a valid Food Establishment License from the Kansas Department of Agriculture
- Payment of the Mobile Food Vendor License fee

Remit to: City of Edgerton, PO Box 255, Edgerton, KS 66021

FOR INTERNAL USE ONLY:License Application Approved: ☐ Yes ☐ No Effective Date of License: _____



MAP SUBJECT TO CHANGE

Four approved locations are:

- 196th Street: Southside from Waverly west to end of road
- 196th Street: Southside from Waverly east to Montrose Street
- Montrose Street: Eastside from 196th Street to Inland Port XV
- Kill Creek Road/187th Street: Westside of intersection at Kill Creek Road and 187th Street



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