

# CITY OF GALENA, ILLINOIS

101 Green Street, P.O. Box 310, Galena, Illinois 61036



## MOBILE FOOD TRUCK LICENSE APPLICATION

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner Name(s): \_\_\_\_\_ Email: \_\_\_\_\_

I hereby apply for the City of Galena, Mobile Food Truck License as required in *Section 110.49* of the Galena Code of Ordinances. I understand that this license will be issued when the following information is on file with the City of Galena:

- 1) A valid copy of the driver's license for each individual operating the Mobile Food Truck.
- 2) A valid copy of the registration for the vehicle and/or trailer.
- 3) A valid copy of all necessary licenses or permits required by the Jo Daviess County Health Department for the operation of the Mobile Food Truck.
- 4) Proof of liability insurance for the activity to be licensed, naming the City of Galena as additional insured, in the amount not less than five hundred thousand dollars (\$500,000) combined single limit.
- 5) A copy of the Illinois business registration tax number for the Mobile Food Truck.
- 6) A photo of the Mobile Food Truck.

It shall be unlawful to operate a Mobile Food Truck without an appropriate license. No persons shall operate a Mobile Food Truck without a valid Mobile Food Truck license unless part of a special event approved by the City of Galena. A Mobile Food Truck operating as part of a special event shall still be required to obtain a Lunch Stand license.

The Mobile Food Truck License shall be valid from May 1 – April 30 of each City of Galena fiscal year. I understand that each year I will be required to reapply for this Mobile Food Truck License. The annual fee will be \$500. **Upon receipt of application, accompanying materials, and payment of the annual fee, licenses shall be issued.** The Mobile Food Truck license shall be conspicuously posted within the Mobile Food Truck once issued.

Any Mobile Food Truck who violates the terms or conditions of the license is subject to the penalties set forth in section 10.99 of the City of Galena Code of Ordinances and possible revocation of the license.

➤ Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Filing Fee: \$500.00 Each Fiscal Year

Revised April 2022

SEE REVERSE FOR MOBILE FOOD TRUCK LAND USE REGULATIONS

## Mobile Food Truck Mobile Food Truck Accessory Commercial Land Use Regulations

Mobile Food Truck: A motorized vehicle or a towed trailer that is equipped with facilities for cooking, preparing, and selling food.

In accordance with Table 154.403.1 Permitted Land Uses, Mobile Food Trucks shall be permitted by right in Neighborhood Commercial, Planned Commercial, General Commercial, Planned Industrial, Light Industrial, and Heavy Industrial zoned districts. See City of Galena, IL zoning map on the City of Galena website. [www.cityofgalena.org](http://www.cityofgalena.org)

The following regulations and requirements for a Mobile Food Truck shall be met in accordance with City of Galena Code of Ordinances Section 154.406 (K)(11):

- 1) No person shall operate a Mobile Food Truck on a property unless said Mobile Food Truck obtains the proper licensing from the City of Galena.
- 2) No Mobile Food Trucks shall operate in the downtown district from Meeker St. to Spring St., and from Bench St. to Water St.
- 3) No Mobile Food Trucks shall be located on any parcel zoned residential, unless approved by the City of Galena as a special event.
- 4) Mobile Food Trucks shall only operate no more than once per week on any site.
- 5) Hours of operation shall be limited to between 7:00 a.m. and 10:00 p.m.
- 6) Portable lights, lights which flash, and similar attention-getting devices are not permitted.
- 7) Signs, unless permanently affixed to the mobile food truck, are not permitted.
- 8) Any power required for a mobile food truck shall be self-contained and shall not use utilities drawn from public property, unless otherwise approved by the city. Mobile Food Trucks may also use the power from a private service.
- 9) Mobile Food Trucks shall not provide seating or tables for their customers.
- 10) Mobile Food Trucks shall provide receptacles for refuse and properly dispose of waste.
- 11) Mobile Food Trucks must comply with all noise regulations of the City of Galena Code of Ordinances, section 154.710.
- 12) Outside amplifying equipment or noisemakers shall not be used.
- 13) Mobile Food Trucks shall be situated on designated locations entirely on the subject property with suitable surfaces as determined by the City of Galena.
- 14) Off-street parking spaces shall be provided specifically for the Mobile Food Truck while in service.