

TOWN OF TOPSHAM  
**MOBILE FOOD SERVICE OPERATION**  
PERMIT APPLICATION

Date: \_\_\_\_\_

Site Address where the unit will be set up: \_\_\_\_\_

Property Use: \_\_\_\_\_

Zone: \_\_\_\_\_ (This use is NOT permitted in zones R-1, R-2, R-3, R4, or MV)

Map: \_\_\_\_\_ Lot: \_\_\_\_\_ Lot Area: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Property Owner Mailing Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Applicant Mailing Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Permits expire after 1 year, what is the date you would like to start the operation? \_\_\_\_\_

**GENERAL PROJECT DESCRIPTION**

\_\_\_\_\_  
I HERBY CERTIFY THAT: THE INFORMATION IN THIS APPLICATION IS COMPLETE AND CORRECT AND I AGREE TO COMPLY WITH ALL TOWN ORDINANCES AND LAWS APPLICABLE TO THIS PROJECT; I AM OR LEGALLY REPRESENT THE OWNER OF THE SUBJECT PROPERTY FOR THE PURPOSE OF OBTAINING THIS PERMIT; I HAVE READ, UNDERSTAND AND WILL COMPLY WITH THE ATTACHED MOBILE FOOD SERVICE OPERATION STANDARDS

**Applicant Signature:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_

FOR OFFICE USE ONLY

**FEE: \$30**

APPROVED / DISAPPROVED; CEO SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

THIS PERMIT IS VALID FROM \_\_\_\_\_ TO \_\_\_\_\_

Permit Conditions / Comments:

## Mobile Food Service Operation

The following are the regulations governing operations and siting:

- 1) Mobile food service operations, unless permanently connected to public utilities and approved by the Planning Board, shall not be left on site or displayed, or left in public view, in the location of business during nonbusiness hours.
- 2) Mobile food service permits shall be issued by the Codes Enforcement Officer for a period not to exceed one (1) year. The Codes Officer's review of mobile food service operations shall ensure, as a minimum, the following:
  - a) The placement of the vehicle:
    - i) Shall not hinder vehicular traffic or cause traffic congestion; and
    - ii) Shall not hinder, or interfere with, pedestrian traffic; and
    - iii) Shall not block or otherwise hinder access to or from private property; and
    - iv) Shall not adversely impact on abutting properties in regards to:
      - (1) Noise.
      - (2) Odor, fumes or smoke.
      - (3) Light and glare.
  - b) The operator shall have written permission from the property owner to locate the vehicle on said property. If the property is Town-owned, then permission shall be sought from the Board of Selectmen.
  - c) The operator shall have available, and under written agreement, at least three off-street parking spaces. In cases where on-street parking is available immediately in front, the operator must have one off-street parking space for any vehicle belonging to an employee working on a given shift.
  - d) Adequate provisions for solid waste disposal shall include, at a minimum:
    - i) One fifty-five-gallon covered trash receptacle, or similar sized container, to hold wastes and debris. No paper, food or other wastes shall be allowed to accumulate on site.
    - ii) The waste container shall be emptied at least daily into an approved commercial dumpster (it being emptied by a licensed hauler on a regular basis) or other suitable and approved means of transport away from the site. It shall be the responsibility of the operator to ensure that all wastes are handled and disposed of properly.
  - e) The operator shall ensure that there is an adequate supply of potable water for cleaning equipment and the preparation of foods.
  - f) The operator shall ensure that there is an adequate and safe source of electrical power.
  - g) The operator shall ensure that all storage of food supplies and other business material is within the vehicle or other container secured to the vehicle. No loose material shall be permitted outside of the vehicle.
  - h) There shall be no signs placed on sidewalks or other rights-of-way. No temporary or mobile signs shall be allowed.
  - i) The trailer, or vehicle, being used shall be in good upkeep and provide a neat appearance.
  - j) Exterior seating is only permitted when sufficient off-street parking is provided, per § 225-27

In addition, mobile food service businesses shall comply with the State of Maine rules relating to eating and lodging places, as periodically amended, shall require a victualer's permit from the municipal officers.