



CITY OF MANASSAS
DEPARTMENT OF COMMUNITY DEVELOPMENT
PLANNING & DEVELOPMENT
 9800 Godwin Drive
 Manassas, VA 20110
 Phone: 703-257-8278
www.manassasva.gov/permits
 Email: permitstatus@manassasva.gov

FOR STAFF USE ONLY

APPLICATION NUMBER _____
 ZONING DISTRICT _____
 EXPIRATION DATE _____
 (One year from date of issuance)
 APPROVAL DATE _____

RECEIVED

TEMPORARY FOOD TRUCK APPLICATION

FEE: \$50

This permit only allows for the operation of food trucks on the property. Additional licensing, permitting, and inspections for each food truck is needed. Please contact the Commissioner of Revenue at 703-257-8214, Fire Marshal's office at 703-257-8458, and the Health Department at 703-792-7319 for more information.

Applicant Information	
Site Address:	Manassas, VA 20110
Applicant Name:	
Applicant Phone Number:	
Applicant Email:	
Property Owner's Name:	
Property Owner's Mailing Address (if different):	

Application Submission Requirements		
1)	Applicant Signature	Sign and date the second page of the application. If you have any questions regarding the rules, contact the Community Development Department.
2)	Property Owner's Formal Permission	<p>The applicant must provide written permission from the owner of the property to operate to the food truck.</p> <p>The owner may sign this form below, <u>or</u> submit a letter that includes the following information: The site address, owner's name, mailing address, telephone number, and acknowledgement of the proposed activity.</p> <p>Owner's Signature _____ Date _____</p>
3)	Site Layout	<p>The site layout MUST include the following:</p> <ul style="list-style-type: none"> • Location of food trucks (maximum of 3 per property) • Current or updated parking tabulation • Location of accessory structures such as outdoor seating and trashcans

Zoning Ordinance Sec 130-104 (a)(1): Written approval of the owner of the site shall be obtained. This approval shall identify the site address, owner's name, owner's mailing address, owner's telephone number, and owner's acknowledgment of proposed activity and date(s) activity is to operate.

Sec 130-104 (e) The following additional requirements apply to temporary sales from a food truck:

- (1) Food trucks shall only be permitted with an approved zoning certification and in zoning districts permitting temporary uses (outdoor sales) or accessory to public facilities. The zoning certification shall designate the approved location for each food truck, the location of any accessory equipment or outdoor seating, and compliance with all requirements of this section. The zoning certification shall be issued for a maximum of one year and may be renewed.
- (2) A maximum of three food trucks shall be permitted on any one lot at any one time. Food trucks shall not be permitted on lots with an area of less than one acre.
- (3) Except as permitted by § 130-104(f), a food truck may only operate for a maximum of four hours (exclusive of set-up and break-down) from 6 AM to 9 PM in any one day at any single property. The trucks and all accessory structures shall be removed each day.
- (4) Except when permitted as accessory to a public facility, food trucks shall not be located within 50 feet of a "R" district.
- (5) Food trucks shall only be parked in approved off-street parking or loading spaces meeting the parking and loading requirements of this chapter. Food trucks shall be prohibited in any off-street parking or loading areas used to meet the minimum requirements of this chapter and shall not be placed in or obstruct any fire lanes, travelways, sidewalks, buffers, yards, or landscaped areas. Food trucks shall be prohibited from making an electrical connection to any pole or similar structure used for parking lot lighting or other utilities.
- (6) Each food truck shall provide adequate trash receptacles and the area shall be kept clear of trash and debris. The trash receptacles and any trash or debris on the site or in the immediate vicinity of the food truck shall be removed daily upon termination of the activity. No liquid waste used in the operation of a food truck shall be allowed to discharge from the vehicle, except into an approved sanitary sewer system as permitted by applicable regulations and laws.
- (7) No permanent signage shall be permitted. All temporary signage shall conform to Article IV of this chapter and removed daily upon termination of the activity.
- (8) The requirements of §130-104(e) may be modified through the approval of a special use permit.
- (9) The requirements of §130-104(e) shall not apply to food trucks operating in conjunction with temporary events permitted under Chapter 14 or §102-42 of the City Code.

I request permission to operate a food truck business identified above under the requirements set forth under Sec. 130-104 of the zoning ordinance and that I understand the ordinance. Furthermore, I understand this permit must be renewed annually and that any food truck operating at this location under this permit is required to separately obtain all state and local permits and approvals. Issuance of this permit does not negate compliance with nor supersede any private covenants or restrictions attached to the property that would otherwise prohibit this activity.

Applicant Signature _____

Date _____

You have the right to appeal the approval or denial of this permit within thirty (30) days in accordance with Virginia Code §15.2-2311. This decision shall be final and unappealable if not appealed within thirty (30) days. You may appeal by filing a notice of appeal, specifying the grounds thereof, with the Zoning Administrator. The fee for an appeal is \$500, plus the cost of public hearing newspaper advertisements.