

Town of Holly Ridge

Post Office Box 145

Holly Ridge, North Carolina 28445

Telephone (910) 329-7081 www.hollyridgenc.org



MOBILE VENDOR PERMIT APPLICATION

Property Owner's Name: _____ Email Address: _____

Mailing Address: _____ Telephone: _____

Business Name: _____ Email Address: _____

Business Address: _____ Telephone: _____

Mobile Vendor Name: _____ Email Address: _____

Mailing Address: _____ Telephone: _____

(If more than one (1) Mobile Vendor, please see attached list and complete)

Annual Permit (\$200 + \$10 Tech Fee)

Monthly Permit (\$20 + \$10 Tech Fee)

Documentation of approval from the North Carolina Department of Health and/or other applicable State/Federal agencies as needed provided: Yes No

Issued permit shall be posted in a visible location on the Mobile Vendor.

All Mobile Vendors shall abide by all applicable regulations found within the Town of Holly Ridge Zoning Ordinance. Regulations specific to Mobile Vendors can be found in Chapter 7 Section 4-16.

Section 7-4-16 Mobile Vendor

Permitting

- A mobile vendor permit shall be required prior to the operation of a mobile vendor trailer or vehicle. An annual \$200 or monthly \$20 regulatory fee will be assessed to cover the costs associated with regulation of mobile vendors. All mobile vendor operators and/or property/business owners shall obtain an annual or monthly permit from the Zoning Administrator. No fee shall be required for mobile vendors operating at a town approved special event.
- An annual mobile vendor permit is valid through December 31 of the year upon which the permit was issued. A monthly mobile vendor permit is valid through the last day of the month in which it was issued. This permit shall be posted in a visible location on the mobile vendor.
- Mobile vendor operators shall have the signed approval of the property owner for each location at which the vendor operates. This approval must be made available with the permit application.
- **The applicant for a mobile vendor shall provide documentation of approval from the North Carolina Department of Health and/or other applicable State/Federal agencies as needed.** All valid health permits must be maintained for the duration of a mobile vendor permit and shall be placed in a visible location for public inspection and presented upon request by the Zoning Administrator and/or their designee. Property/business owners issued a mobile vendor permit shall provide the names of each

mobile vendor, the required documentation of approval from other State/Federal agencies as needed, and verification that compliance with all regulations within this section will be maintained.

- No permit issued shall authorize a mobile vendor to operate on a public right-of-way.
- Applicants for mobile vendors with an operating “brick and mortar” establishment within the zoning jurisdiction of Holly Ridge will be exempt from the required permit fee if the mobile vendor operation is an extension of the established business. A mobile vendor permit as noted will still be required. This exemption shall not apply for annual or monthly permits issued to property/business owners.

Regulations

Mobile vendors shall be allowed in the Neighborhood Business, Commercial, and Light-Industrial zoning districts with the following restrictions:

- Temporary connections to potable water are prohibited. All plumbing and electrical connections shall be in accordance with the State Building Code.
- Mobile vendors shall only operate on private property, unless they are part of a town approved special event.
- No mobile vendor shall conduct business on any public right-of-way, sidewalk, upon any public road in the town, or on any property owned by the town; except for town approved special events.
- A mobile vendor must have the following fire extinguisher on board during hours of operation: minimum Class 2A, 10B, and C rated extinguisher. If food preparation involves deep frying, a Class K fire extinguisher must also be on the truck. All National Fire Protection Association (NFPA) standards shall be met to include fire extinguishers and fire suppression hood systems shall be maintained.
- A mobile vendor shall not operate as a drive-in window.
- Lighting shall be such that minimizes the glare on roadways and surrounding properties.
- No signage shall be allowed other than signs permanently attached to the motor vehicle and one temporary sign may be permitted in accordance with the temporary sign standards in 7-10-1-B-6.
- The noise level from the mobile vendor truck shall comply with the Town's noise ordinance.
- Mobile vendors shall be positioned at least five (5) feet away from any fire hydrants, any fire department connection, utility box or vault. The mobile vendor truck shall not be located within any area of the lot that impedes, endangers, or interferes with pedestrian or vehicular traffic. A mobile vendor shall not impede ingress and egress from driveway entrances, handicapped parking spaces and ramps, building entrances and exits.
- Regulations specific to food truck vendors are the following:
 - The food truck shall be positioned at least 100 feet from the customer entrance of an existing restaurant during its hours of operation, unless the vendor provides documentation that the restaurant owner supports a closer proximity.
 - A trash receptacle shall be provided for customers. All associated equipment, including trash receptacles, must be within three (3) feet of the food truck.
 - No liquid, grease or solid wastes may be discharged from the food truck. Absolutely no waste may be disposed of in tree pits, storm drains, the sanitary sewer system or public streets.
 - Ice cream trucks are considered mobile vendors and must comply with these regulations.
- Mobile Vendors shall be allowed in zoning districts other than Neighborhood Business, Commercial, and Light Industrial with the following restrictions:
 - All requirements of Regulations shall apply.
 - All mobile vendors shall be located in common open space of the property. Common Open Space is defined as “open space held in common ownership by property or unit owners in a development, normally provided for in the declaration or restrictive covenants.”

Enforcement/Penalties

- The permit issued for the mobile vendor business may be revoked if the vendor violates any of the provisions contained in this article.
- The Zoning Administrator may revoke a permit if he or she determines that the mobile vendor's operations are causing parking, traffic congestion, or litter problems either on or off the property where the use is located or that such use is otherwise creating a danger to the public health or safety.
- Mobile vendors and/or property/business owners found to be operating without a permit shall be assessed a fine of one hundred fifty dollars (\$150) and immediately cease operations until a valid permit is obtained. Any mobile vendor and/or property/business owner with an outstanding fine will be ineligible to obtain a mobile vendor permit until the fine is paid. Any additional mobile vendors operating and/or hosted prior to the payment of the fine will result in an additional fine of one hundred fifty dollars (\$150) per incident.

I hereby certify that I have read and understand all of the criteria mentioned above. I further understand that any violation of any section herein shall cease this permit to be null and void.

Signature of Applicant: _____ Date: _____

Signature of Owner: _____ Date: _____

(Property Owner signature required if different than Applicant)

Additional Mobile Vendor information if applicable:

Mobile Vendor Name: _____ Email Address: _____

Mailing Address: _____ Telephone: _____

Mobile Vendor Name: _____ Email Address: _____

Mailing Address: _____ Telephone: _____

Mobile Vendor Name: _____ Email Address: _____

Mailing Address: _____ Telephone: _____

Mobile Vendor Name: _____ Email Address: _____

Mailing Address: _____ Telephone: _____

Mobile Vendor Name: _____ Email Address: _____

Mailing Address: _____ Telephone: _____

Mobile Vendor Name: _____ Email Address: _____

Mailing Address: _____ Telephone: _____

Approved Disapproved Additional Information Required _____