

**City of Somerville
Mobile Food Vendor Economic Development Application**

Please fill this application and submit it to the City of Somerville’s Economic Development Department. This application will provide Economic Development Department with a better understanding of your food truck and locations you would like to vend. Please, make sure to attach the copies stated in the Food Truck Information Section. **Applications are due by June 10.**

Applicant Information

1. Applicant’s Name _____
 2. Owner’s Name _____
 3. Business Email _____
 4. Business Phone Number _____
 5. Website _____
 6. How many years have you been operating your Food Truck? _____
 7. How many Food Trucks do you own? _____
 8. Are you a Somerville Resident? YES NO
 9. Have you obtained a Somerville food truck license before this Pilot? YES NO
 10. Is your Food Truck currently licensed to operate in Somerville? YES NO
 11. Do you own a brick-and-mortar Restaurant in Somerville? YES NO
 - If Yes, where? _____
 12. Do you own a brick-and-mortar Restaurant in Massachusetts? YES NO
 - If yes, where? _____
 13. Length of Food Truck _____
 14. How many spaces will your truck occupy? _____
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Food Truck Information

- A. Food Truck Name _____
 - B. Food Truck License Plate _____
 - C. Copy of Menu
 - D. Copy of Certificate of Insurance showing active dates.
 - E. Copy of the National Restaurant Association ServeSafe Certification.
 - F. Copy of Commissary Kitchen Health Permit
 - G. Please select all that applies to you:
 - Minority-owned business
 - Woman-owned business
 - Veteran-owned business
 - Your business is 2 years old or less
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Locations

Please select the location (s) and shift you desire to vend. After the initial application is reviewed, the Economic Development Department will suggest which locations will be assigned to each food truck. Please note that we may do a lottery pick if some locations exceed the number of available spaces.

Please mark with an **X**. Please see the locations [map](#) for more information.

		Innerbelt Rd New Washington St at Zero New Washington Park <i>(see map for exact location)</i>	City Hall 81 Highland Ave <i>(adjacent to the City Hall Concourse)</i>	Wilson Square 680 Somerville Ave <i>(Adjacent to Somerville Car Wash and Detail Center)</i>
Monday	11am-3pm			
Tuesday	11am-3pm			
Wednesday	11am-3pm			
Thursday	11am-3pm			
Friday	11am-3pm			
Saturday	11am-3pm			
Sunday	11am-3pm			
Davis Square	394 Highland Ave adjacent to Kenney Park**	77-79 Meacham Rd adjacent to 7 Hills Park**		
Monday	11am-3pm		10am-2pm	
Tuesday	11am-3pm		10am-2pm	
Wednesday	11am-3pm		10am-2pm	
Thursday	11am-3pm		10am-2pm	
Friday	11am-3pm		10am-2pm	10pm-2am
Saturday	11am-3pm		10am-2pm	10pm-2am
Sunday	11am-3pm		10am-2pm	

<u>Assembly Row</u>		Revolution Drive adjacent to Home Depot <i>(see map for exact location)</i>	Grand Union Blvd. Across Saks OFF 5 TH <i>(see map for exact location)</i>
Monday	11am-3pm		
Tuesday	11am-3pm		
Wednesday	11am-3pm		
Thursday	11am-3pm		
Friday	11am-3pm		
Saturday	11am-3pm		
Sunday	11am-3pm		

<u>Tufts University Professor's Row from Curtis St to Packard Ave</u> <i>(see map for exact location)</i>						
Monday	11am-3pm		6pm-9pm			
Tuesday	11am-3pm		6pm-9pm			
Wednesday	11am-3pm		6pm-9pm			
Thursday	11am-3pm		6pm-9pm			
Friday	11am-3pm		6pm-9pm		10pm-1am	
Saturday	11am-3pm		6pm-9pm		10pm-1am	
Sunday	11am-3pm		6pm-9pm		10pm-1am	
<u>Union Square ** Somerville Ave at 508 Somerville</u> <i>(see map for exact location)</i>						
Monday	11am-3pm		4pm-8pm			
Tuesday	11am-3pm		4pm-8pm			
Wednesday	11am-3pm		4pm-8pm			
Thursday	11am-3pm		4pm-8pm			
Friday	11am-3pm		4pm-8pm		8pm-12am	
Saturday	11am-3pm		4pm-8pm		8pm-12am	
Sunday	11am-3pm		4pm-8pm			

Mobile Food Vendor Document Checklist

The following is a checklist of documents you will need to apply online ([CitizenServe](#)) for the **Mobile Food Vendor License**. You will need to submit **all** of these documents when applying online. The City of Somerville reserves the right to apply additional criteria before accepting interested food trucks.

- ISD’s Health Department Certificate
- Fire Prevention Bureau Permit
- Massachusetts Hawkers and Peddlers License
- Menu
- Insurance
- Fees
- Cori Letters (if Ice Cream Trucks)
- All taxes, fees, or fines owed to the City of Somerville must have been paid

Certification

I certify that the information in this document and any attached documents is true and correct.

Print Applicant’s Name

Applicant’s Signature

Date

Print Food Business Owner’s Application Name

Tax ID#

Food Business Owner’s Signature

License Conditions

Food Trucks operating in the City of Somerville are required to follow these conditions:

- This license is required to operate anywhere within Somerville city limits, but it does not by itself give permission to operate in areas not under the City's control, including private property and certain streets and areas owned by the state. The City may require evidence that the Licensee has permission to operate in these areas at any time.
- No materials of any kind may be placed on the public sidewalk. This includes, but is not limited to, tables, chairs or other seating, A-frame signs, coolers, or promotional materials unless otherwise permitted to do so by the City Council.
- The Licensee shall not operate at, or within 500 feet of, public events legally permitted by the City, unless explicitly requested and authorized by the event organizer and approved by the Inspectional Services Department/Health Division.
- The Licensee shall operate only at the locations and times described and approved in its application.
- The Licensee shall not use Styrofoam products.
- Parking on the sidewalk is prohibited at all times. The Licensee shall not park adjacent to a bus stop, taxi stand, or loading zone, or handicap ramp, within 30 feet of an intersection, or directly in front of a property entryway. Pedestrian walkways of at least 6 feet must be maintained on the service side of the mobile food vehicle.
- Parking at a metered space shall only be allowed at an operational metered space, complying with all posted requirements and fees. Parking at a designated short-term metered space shall not be permitted.
- The Licensee shall not park at a designated short-term metered space, occupy more than 2 metered parking spaces, or operate at a hooded metered space or a parking meter that is temporarily out of service. The Licensee shall only park at the approved location.
- When any portion of the mobile food vehicle, including any accessories, extends into an adjacent parking space, then that space shall be considered occupied by the mobile food vehicle and the licensee must indicate as such in their application and comply with all posted meter requirements.
- Please contact The City of Somerville Police Department Non-emergency line at (617) 625-1600 in case another vehicle is parked in the space you were assigned. The Police Department will dispatch a unit to ticket and tow the vehicle.
- The Licensee shall not reserve a metered parking space by blocking, barricading, hooding, signing, or in any other manner preventing another vehicle from occupying the space.
- The Licensee shall not park in such a manner so as to create a traffic hazard.
- Sales by licensee shall be made on the curbside only and the vehicle shall be parked within 1 foot of the curb.
- The Licensee shall not sell, lend, lease, or in any manner transfer this license.
- The Licensee shall post this License in a place visible to all customers.
- The Licensee shall set out a trash and recycling receptacle for the use of the public while at a vending site. Said receptacles, and all papers, containers, garbage or other litter shall be removed by the Licensee. The Licensee shall regularly remove any litter found on adjacent streets, sidewalks and alleys, within 100 feet of the vending site.

- No alcohol of any kind may be sold or distributed.
- Food Trucks are not allowed to park within 50 feet of an entrance of a restaurant.
- At least one approved restroom facility for every 3 food handlers shall be provided within 200 feet of each truck.
- If assigned location occupies a parking space at a parking meter, must follow fee schedule.

If you have any questions contact:

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