

VILLAGE OF SOUTHERN VIEW
3410 S 5TH STREET, SOUTHERN VIEW, IL 62703
PHONE: 217-529-3352 FAX: 217-529-2062 EMAIL: office@southernview.us
APPLICATION TO OPERATE A MOBILE FOOD SERVICE ESTABLISHMENT

Vendor/Business Information

Name of Vendor/Business: _____

Mailing Address: _____

City, State, Zip: _____

Phone : _____ Email: _____

Mobile Unit License Plate #: _____

Water Supply: Public _____ Private Well _____

Sewer: Public _____ Private Septic _____

Manager/Person in Charge Name: _____

Manager/Person in Charge Day Phone: _____

Manager/Person in Charge Night Phone: _____

Location of Mobile Food Truck: _____

Fees: Operating Yearly fee \$300 _____ Expires on December 31st

 Temporary Permit \$100 _____ Dates open _____ to

IL Certified Food Service Manager Name: _____ Identification # _____

Expiration Date: _____

Sangamon County Dept of Public Health Permit Number: _____

State of Illinois Sales Tax Number: _____

Schedule of Mobile Food: (add an additional sheet if necessary)

Location	Start Date	End Date	Hours of Operation

OFFICE USE ONLY

Payment Amount \$ _____ Date Paid _____ Proof of Insurance _____

Opening Date: _____ Expiration of Permit _____

Menu Items	Source where purchased

IMPORTANT PLEASE READ!

A Mobile Food Vendor license is required for any person(s) wishing to operate as a Mobile Food Vendor except a license is not required for Village-sponsored special events or for private catered events where no sales to the general public.

If a Mobile Food Vendor has more than one Mobile Food Operation, each mobile food operation shall require a separate permit. The fee for a permit shall be three hundred dollars (\$300.00)

No license shall be granted for longer than one year and shall expire on the last day of December. No proration of license fee will be given.

Mobile Food Vendors may not transfer their permit and that permit along with the State of Illinois and/or Sangamon County Health Department permits required to operate their food truck/cart must be present at that location either by display or have readily available.

Mobile Food Vendors need to adhere to 114.15 Permitted locations, a copy of the entire ordinance is attached.

No food or beverage may be sold or given away in a glass container or bottle.

Proof of insurance of the vendor's public liability, food products liability and property damage insurance sufficient to protect vendor, property owners, and the Village from all claims for damage to property or bodily injury, including death, which may arise from the operations under the registration therewith, shall be in the amount of not less than one million dollars (\$1,000,000.00) per occurrence. Evidence of continuing coverage must be maintained.

All licensed Mobile Food Vendors are required to complete and submit the Illinois Department of Revenue ST-2 Multiple Site Form for each applicable reporting period.

Hours of operation shall be limited to the hours between 7:00 am and 10:00 pm excluding special events.

A temporary Mobile Food Vendor license for either Village approved special events or Village sponsored special events shall be valid only for the dates provided on the license, not to exceed five (5) consecutive days, and shall be event specific. Each event shall require a separate application and temporary license. The temporary license fee shall be \$100.00.

By signing this application you are stating that all of the information on the application form is true and correct, and that if there are any changes to this information you are responsible for notifying the Village of Southern View of the changes in a timely manner.

Signature of Applicant: _____ Date: _____

OFFICE USE ONLY

Payment Amount \$ _____ Date Paid _____ Proof of Insurance _____
Opening Date: _____ Expiration of Permit _____

**ST-2 Multiple Site Form**

Attach to Form ST-1.

Do not write above this line.

Account ID: _____ This form is for _____
(Reporting period)**You must round your figures to whole dollars. See instructions.**

Site where the taxable sales were made

Location code _____
Site name _____
Site address _____
City, state, ZIP _____

General merchandise

4a _____ X $\frac{\text{rate}}{\text{rate}}$ = 4b _____
Food, drugs, and medical appliances
5a _____ X $\frac{\text{rate}}{\text{rate}}$ = 5b _____
Receipts taxed at other rates
8a _____ 8b _____Location code _____
Site name _____
Site address _____
City, state, ZIP _____

General merchandise

4a _____ X $\frac{\text{rate}}{\text{rate}}$ = 4b _____
Food, drugs, and medical appliances
5a _____ X $\frac{\text{rate}}{\text{rate}}$ = 5b _____
Receipts taxed at other rates
8a _____ 8b _____Location code _____
Site name _____
Site address _____
City, state, ZIP _____

General merchandise

4a _____ X $\frac{\text{rate}}{\text{rate}}$ = 4b _____
Food, drugs, and medical appliances
5a _____ X $\frac{\text{rate}}{\text{rate}}$ = 5b _____
Receipts taxed at other rates
8a _____ 8b _____Location code _____
Site name _____
Site address _____
City, state, ZIP _____

General merchandise

4a _____ X $\frac{\text{rate}}{\text{rate}}$ = 4b _____
Food, drugs, and medical appliances
5a _____ X $\frac{\text{rate}}{\text{rate}}$ = 5b _____
Receipts taxed at other rates
8a _____ 8b _____Location code _____
Site name _____
Site address _____
City, state, ZIP _____

General merchandise

4a _____ X $\frac{\text{rate}}{\text{rate}}$ = 4b _____
Food, drugs, and medical appliances
5a _____ X $\frac{\text{rate}}{\text{rate}}$ = 5b _____
Receipts taxed at other rates
8a _____ 8b _____

Page totals

4a _____ 4b _____
5a _____ 5b _____
8a _____ 8b _____

Ordinance No. 21-11-03

AN ORDINANCE CREATING CHAPTER 114 OF THE SOUTHERN VIEW CODE OF ORDINANCES

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF SOUTHERN VIEW, ILLINOIS, ILLINOIS, AS FOLLOWS:

SECTION 1: The Southern View Code of Ordinances is hereby amended to include

Chapter 114, which shall read as follows:

CHAPTER 114: Mobile Food Vendors

- § 114.01 DEFINITIONS**
- § 114.02 MOBILE FOOD VENDOR LICENSE**
- § 114.03 SEPARATE LICENSE**
- § 114.04 LICENSE ISSUANCE**
- § 114.05 LICENSE TERM**
- § 114.06 LICENSE NOT TRANSFERABLE**
- § 114.07 PERMIT DISPLAY**
- § 114.08 STATE LAW AND HEALTH CODE COMPLIANCE**
- § 114.09 LICENSE SUSPENSION**
- § 114.10 GLASS PROHIBITION**
- § 114.11 INDEMNIFICATION**
- § 114.12 INSURANCE REQUIREMENT**
- § 114.13 TEMPORARY LICENSE**
- § 114.14 MULTIPLE SITE FORM**
- § 114.15 PERMITTED LOCATIONS**
- § 114.16 HOURS OF OPERATION**
- § 114.17 PENALTIES**

§ 114.01 DEFINITIONS

For the purposes of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

MOBILE FOOD OPERATION. A self-contained food service operation, located in a readily movable motorized, wheeled, or towed vehicle, used to store, prepare, display and/or serve food intended for immediate human consumption. It shall include, but is not limited to, food carts, food trucks, and ice cream trucks.

MOBILE FOOD VENDOR. A vendor of a Mobile Food Operation.

§ 114.02 MOBILE FOOD VENDOR LICENSE

A Mobile Food Vendor license is required for any person(s) wishing to operate as a Mobile Food Vendor, except:

- (1) A Mobile Food Vendor license is not required for Village-sponsored special events where a fee to participate is required or assessed by the Village;
- (2) A Mobile Food Vendor license is not required for private catered events held on private property when there are no sales to the general public and such sales are limited to attendees or invitees; or
- (3) For other special events occurring upon resolution or majority vote of the Village Board.

§ 114.03 SEPARATE LICENSE

If a Mobile Food Vendor has more than one Mobile Food Operation, then each such Mobile Food Operation shall require a separate Mobile Food Vendor license.

§ 114.04 LICENSE ISSUANCE

Upon the submission of a complete application showing compliance with all terms of this Chapter and passage of an investigation, when required, the Mobile Food Vendor license shall be signed by the Village President.

§ 114.05 LICENSE TERM

No license shall be granted for longer than one year and shall expire on the last day of December following its issuance.

- (1) The license for an annual Mobile Food Vendor license shall be valid on January 1 and expiring on December 31 for the year in which it was issued.
- (2) Licenses for applications received throughout the year shall be valid from their date of issuance without proration.
- (3) All licenses and permits shall be either displayed so that they are visible to customers at all times or kept within the confines of the food truck/cart so that they are readily available upon request or inspection.
- (4) The fee for an annual license shall be three hundred dollars (\$300.00).

§ 114.06 LICENSE NOT TRANSFERABLE

Mobile Food Vendor licenses shall not be transferable to any other applicant or Mobile Food Vendor.

§ 114.07 PERMIT DISPLAY

Mobile Food Vendors shall obtain and either display or have readily available for inspection at all times all State of Illinois and/or Sangamon County Health Department permits required to operate their food truck/cart.

§ 114.08 STATE LAW AND HEALTH CODE COMPLIANCE

Any Mobile Food Vendor operating in the Village shall be properly permitted by the Sangamon County Health Department. All food trucks shall be subject to the State of Illinois and Sangamon County Health Codes and all rules and regulations promulgated by the applicable Health Commissioner. No food, food products, or beverages for public consumption shall be kept, offered for sale, transported, or handled except in accordance with the rules and regulations of the State of Illinois and the Sangamon County Health Department.

§ 114.09 LICENSE SUSPENSION

If the State of Illinois or the Sangamon County Health Department suspends or revokes their respective permits and/or licenses, then the Mobile Food Vendor license shall hereby be revoked until such time as the State of Illinois or the Sangamon County Health Department permits and/or licenses are reinstated.

§ 114.10 GLASS PROHIBITION

No food or beverage may be sold or given away in a glass container or bottle.

§ 114.11 INDEMNIFICATION

Every Mobile Food Vendor shall indemnify and hold harmless the Village for all suits or actions brought against the Village for or on account of any injuries or damages received or sustained by any party or parties caused by the said vendor.

§ 114.12 INSURANCE REQUIREMENT

Proof of insurance of the vendor's public liability, food products liability, and property damage insurance sufficient to protect vendor, property owners, and the Village from all claims for damage to property or bodily injury, including death, which may arise from the operations under the registration or in connection therewith. Such insurance shall provide coverage of not less than one million dollars (\$1,000,000.00) per occurrence. A registration issued pursuant to the provisions of this section shall be invalid at any time the insurance required herein is not maintained and evidence of continuing coverage is not filed with the Village.

§ 114.13 TEMPORARY LICENSE

Temporary Mobile Food Vendor licenses issued to Mobile Food Vendors for either Village-approved special events or Village-sponsored special events shall be valid only for the dates provided on the license, not to exceed five consecutive days, and shall be event specific. Each event shall require a separate application and temporary license. The temporary license fee shall be \$100, unless the temporary license is issued to a Mobile Food Vendor who has paid for, been issued, and currently has an annual Mobile Food Vendor license.

§ 114.14 MULTIPLE SITE FORM

Licensed Mobile Food Vendors are required to complete and submit the Illinois Department of Revenue ST-2 Multiple Site Form for each applicable reporting period.

§ 114.15 PERMITTED LOCATIONS

Mobile Food Vendors may operate only in permitted locations, or at a special event authorized by the Village, or with the permission of a private property owner and in accordance with all applicable laws and ordinances. Location restrictions shall include:

- (1) No Mobile Food Vendor shall be permitted to operate in a location where it would substantially obstruct a public way, impair the movement of pedestrians or vehicles, or pose a hazard to public safety, and in no event shall be within sixteen (16) feet from roadway intersections. No Mobile Food Vendor shall be permitted to operate in an area marked No Parking or Fire Zone.
- (2) No Mobile Food Vendor shall park, stand, or operate in a location which is adjacent to or within ten (10) feet of the property line of a restaurant. This requirement shall not apply to a restaurant affiliated with the Mobile Food Vendor. A restaurant may manifest affiliation by written request to the Village as part of the application process or at other times when seeking to affiliate with a Mobile Food Vendor
- (3) No Mobile Food Vendor shall operate within ten (10) feet of the address point of any fair, carnival, circus, festival, special event, or civic event that is licensed or sanctioned by the Village except when Mobile Food Vendor has obtained the necessary registration;
- (4) No Mobile Food Vendor shall operate within ten (10) feet of the address point of public parks without first obtaining written authorization and required registration from the Village;
- (5) No Mobile Food Vendor shall operate on private property within the corporate limits of Southern View without first obtaining written consent to operate from the affected private property owner; and
- (6) No Mobile Food Vendor shall operate in any area of the Village that the Village Board, in consultation with the Administrator of Public Works and Zoning Administrator, has determined is unsuitable for such operation. The Village Board, no less frequently than annually, shall compile a map of areas which it has determined are suitable for Mobile Food Vendors and cause such map to be available from the Village's website.

§ 114.16 HOURS OF OPERATION

Hours of operation shall be limited to the hours between 7:00 a.m. and 10:00 p.m., excluding special events referenced herein.

§ 114.17 PENALTIES

It shall be unlawful to operate as a Mobile Food Vendor without a license as issued by this Chapter. Violators are subject to the general penalties of the Village, and revocation of any licenses issued pursuant to the Code of Ordinances of the Village.

SECTION 2: This Ordinance is effective immediately. The Clerk shall publish this Ordinance in pamphlet form and see to its inclusion in the next update of the Village Code of Ordinances.

PASSED this 23 day of November, 2021.



Village President

ATTEST:



Clerk



AYES: Trustee Brandenburg, Briggs, Eskerich & Haines

NAYS: —

PASSED: yes

APPROVED: 4-0

ABSENT: Trustee LaRosa & Pierce