



**CHECKLIST FOR MOBILE FOOD FACILITY  
ON PRIVATE PROPERTY**  
Covina Municipal Code Section CMC §17.62.190(E)

**WHAT IS A MOBILE FOOD FACILITY?**

A mobile food facility means any self-propelled, motorized device, or vehicle by which any person or property may be propelled or moved upon a highway (excepting a device moved exclusively by human power), or which may be drawn or towed by a self-propelled, motorized vehicle, from which food or food products are sold, offered for sale, displayed, bartered, exchanged, or otherwise given.

**WHERE MAY MOBILE FOOD FACILITIES OPERATE?**

- In the City's Industrial zone (M-1) and Commercial Zones (C-3A, C-4 and C-5) and on the same property as a small brewery with on-site beer tasting (ABC Type 23 license), distillery, or a winery with on-site wine tasting (ABC Type 02 license);
- In the City's Town Center Specific Plan/TCSP-5 Area, on the same property as a business offering liquor sales with an ABC Type 42 or 48 license.

**WHAT APPROVALS ARE REQUIRED FOR MOBILE FOOD FACILITIES ON PRIVATE PROPERTY?**

1.  **Administrative Conditional Use Permit (ACU)** – Permit application form available at Planning Division of Community Development Department.
2.  **Valid City Business License** – Business license application form available at City Business License office.

**WHAT ARE THE SUBMITTAL REQUIREMENTS?**

1.  A Completed Standard Application Form
2.  Written Permission of Property Owner and Business Owner of Establishment Where Food Facility Operator Intends to Locate. Property owner and Business owner signature(s) on the Application Form is acceptable.
3.  A Valid Permit, Certificate, or other required approval from Los Angeles County Public Health Department to Sell Food and/or Beverages to Public – Applicant must contact County and attain this approval.
4.  A simple Site Plan showing the placement of the Mobile Food Facility. See attached example of a simple site plan.
5.  Fee – A filing fee of \$ 632.00 (One-time fee)

### **WHAT ARE THE STEPS FOR THE REVIEW PROCESS?**

- Step 1 – Submit the completed Standard Application Form with the above listed submittal requirements to the Community Development Department, Planning Division.
- Step 2 – Staff review the application for completeness.
- Step 3 – The application may be reviewed by the City’s Development Review Committee (DRC) comprising of staff from Planning Division, Building and Safety Division, Police Department, Public Works, Environmental Services Section and Engineering Section, Los Angeles County Fire Department.
- Step 4 – Once the ACU application is found to be complete for processing, the City Planner will make an approval decision within 10 working days from the date of finding the application complete.
- Step 5 – After approval of ACU, obtain a valid City Business License.

### **WHAT ARE THE REQUIREMENTS FOR OPERATING A MOBILE FOOD FACILITY?**

Mobile Food Facilities are subject to the following conditions:

- 1.  The Mobile Food Facility operator must have the express written permission of the site owner and the on-site business owner, if different, where it intends to operate;
- 2.  The Mobile Food Facility operator must possess a valid permit, certificate or other required approval from the Los Angeles County Department of Public Health to sell food and/or beverages to the public;
- 3.  All food products sold or provided from the Mobile Food Facility shall comply with all applicable food labeling requirements established by the State of California and the operator must obtain all required permits, including without limitation, health permits, to sell or provide such items.
- 4.  The Mobile Food Facility operator must possess a valid City of Covina business license;
- 5.  While the Mobile Food Facility is occupying the site, there must be sufficient remaining off-street parking to meet minimum requirements under the Covina Municipal Code and the Mobile Food Facility may not obstruct access to the remaining off-street parking;
- 6.  The Mobile Food Facility may not sell or distribute any item in a manner than causes any person to stand in a public highway, alley or street;
- 7.  No portion of a Mobile Food Facility may encroach onto a public sidewalk, including any signage, equipment or furniture related to its operations right-of-way.
- 8.  No alcoholic beverages, general merchandise or commercial sales other than food are permitted from a Mobile Food Facility.
- 9.  No amplified music or other sound may be emitted from a Mobile Food Facility.
- 10.  Mobile Food Facility may only sell food to the public between the hours of 2:00 p.m. and 9:00 p.m. on any day, provided however, that a Mobile Food Facility may occupy the site for up to one hour prior to opening and up to one hour after closing in order to set up and tear down operations for that day. No Mobile Food Facility shall remain on the site at any time before or after the hours listed above. .

11.  No Mobile Food Facility shall discharge any liquid (e.g. water, grease, oil, etc.) onto the site or into any public streets, storm drains, catch basins, or sewer facilities. All discharges shall be contained and properly disposed of by the operator.
12.  An operator shall maintain a clearly designated litter receptacle in the immediate vicinity of the Mobile Food Facility, marked with a sign requesting use by patrons. Prior to leaving the site, the operator shall pick up, remove and dispose of all trash generated by the operation located within a twenty-five-foot (25') radius of the Mobile Food Facility's location.
13.  An operator shall comply with all applicable state and local laws regarding Mobile Food Facilities
14.  Such other conditions as the Director or his designee may require to protect the health, safety and welfare of the community.

For any questions on this information, please contact the Community Development Department, Planning Division staff at (626) 384-5450.

ATTACHMENT:     Samples of an acceptable Site Plan



# Administrative Conditional Use Permit Application & Questionnaire

Community Development Department – Planning Division

125 East College Street • Covina, California 91723 • (626) 384-5450 / Fax: (626) 384-5479

## GENERAL INFORMATION

Applicant Name:		Staff Use Only Date:
Phone:	Email:	MUNIS NO:
Applicant Address:		FILE NO:
Property Owner Name:		
Property Owner Address:		
Location of Event:		

## Check all that apply to your event plan and services and complete the Administrative Conditional Use Permit Questionnaire

- | Type of Temporary Activities                              | Type of Services   |
|---|--|
| <input type="checkbox"/> Merchandise Retail Sales/Vendors | <input type="checkbox"/> Stage/Scaffolding   |
| <input type="checkbox"/> Trade/Craft Show                 | <input type="checkbox"/> Tent/Canopies   |
| <input type="checkbox"/> Car Show                         | <input type="checkbox"/> Portable Restrooms  |
| <input type="checkbox"/> Christmas Tree Lot/Pumpkin Patch | <input type="checkbox"/> Portable Fencing/Barricades   |
| <input type="checkbox"/> Athletic Competition TYPE: _____ | <input type="checkbox"/> Posting of Signs/Banners  |
| <input type="checkbox"/> Carnival/Mechanical Rides        | <input type="checkbox"/> Street Closure  |
| <input type="checkbox"/> Inflatable Rides/Bounce Houses   | <input type="checkbox"/> Traffic Control   |
| <input type="checkbox"/> Live Performance                 | <input type="checkbox"/> Dumpsters   |
| <input type="checkbox"/> Live Animals                     | <input type="checkbox"/> Portable Lighting   |
| <input type="checkbox"/> Parade on Street or Right-Of-Way | <input type="checkbox"/> Security: <input type="checkbox"/> Police <input type="checkbox"/> Private Security |
| <input type="checkbox"/> Alcohol Service/Sales            | <input type="checkbox"/> Electrical: <input type="checkbox"/> Generator <input type="checkbox"/> City        |
| <input type="checkbox"/> Food Service/Sales               | <input type="checkbox"/> Water: <input type="checkbox"/> Private Sources <input type="checkbox"/> City       |
| <input type="checkbox"/> Amplified Sound/Music            | <input type="checkbox"/> Vehicle Access  |
| <input type="checkbox"/> Rummage/Yard Sale                | <input type="checkbox"/> Car Wash  |
| <input type="checkbox"/> Race/Walk                        | <input type="checkbox"/> Fireworks   |
| <input type="checkbox"/> Other: _____                     |  |

## OWNER CERTIFICATION

I CERTIFY THAT I AM THE LEGAL PROPERTY OWNER AND THAT THE INFORMATION CONTAINED IN THE ADMINISTRATIVE CONDITIONAL USE PERMIT QUESTIONNAIRE IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE

Date: \_\_\_\_\_ Owner Signature: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

I CERTIFY THAT I AM THE LEGAL REPRESENTATIVE OF THE OWNER AND THAT THE INFORMATION CONTAINED IN THE ADMINISTRATIVE CONDITIONAL USE PERMIT QUESTIONNAIRE IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE

Date: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_



# Administrative Conditional Use Permit Application & Questionnaire

Community Development Department – Planning Division

125 East College Street • Covina, California 91723 • (626) 384-5450 / Fax: (626) 384-5479

### APPLICANT/EVENT PROMOTER

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Does the organization have non-profit 501(c)(3) status? Please provide a copy (for business license purposes only).  Yes  No

EVENT NAME: \_\_\_\_\_

EVENT LOCATION/ADDRESS: \_\_\_\_\_

EVENT DATE(S): \_\_\_\_\_

ACTUAL EVENT HOURS: START: \_\_\_\_\_ am / pm END \_\_\_\_\_ am / pm

SET UP: DATE: \_\_\_\_\_ FROM: \_\_\_\_\_ am / pm TO: \_\_\_\_\_ am / pm

STRIKE DOWN STARTS: DATE: \_\_\_\_\_ FROM: \_\_\_\_\_ am / pm TO: \_\_\_\_\_ am / pm

STRIKE DOWN COMPLETED BY: DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ am / pm

**A SITE PLAN IS ATTACHED WITH THIS APPLICATION AND QUESTIONNAIRE  YES**

EVENT DESCRIPTION: \_\_\_\_\_

MAXIMUM EXPECTED ATTENDANCE PER DAY: STAFF \_\_\_\_\_ + PARTICIPANTS \_\_\_\_\_ + SPECTATORS \_\_\_\_\_ = TOTAL \_\_\_\_\_

Is the event open to the public?  Yes  No

Is there an admission charge?  Yes  No

### VENDOR AND EXHIBITORS

Will anything be sold, at the event?  Yes  No

If yes, how? (Check all that apply)  Food beverage  Auction of goods  Sale of goods  Services

Solicitation of donations  Other (Describe: \_\_\_\_\_)

Will there be retail sales by concessionaires in conjunction with this event?  Yes  No

How many concessionaires? \_\_\_\_\_ What types of products will be sold? \_\_\_\_\_

Will products be given away at the event?  Yes  No

If yes describe: \_\_\_\_\_

California State Board of Equalization No: \_\_\_\_\_

*NOTE: Retail vendors and exhibitors at permitted events have to obtain a Covina business license.*

### FOOD / BEVERAGES

Will food be served?  Yes  No (If "No", move to next questionnaire topic) Served to  Invited Guests  General Public

Will food be cooked on site?  Yes  No Will non-alcoholic beverages be served?  Yes  No

Describe: \_\_\_\_\_

Name of Caterer: \_\_\_\_\_

If not using a professional caterer, describe food handling, preparation, distribution and clean-up procedures: \_\_\_\_\_

*NOTE: If you plan to serve food to the public, you must obtain all required permits including a Health Permit from the Los Angeles County Health Department, 310-354-6473. All supply and service providers (caterers, etc.) will be required to obtain a Covina Business License.*

**ALCOHOL**

Will alcoholic beverages be served and/or sold on site?  Yes (If "Yes" A State of California Alcoholic Beverage Control (ABC) Permit will be required. Provide a copy of permit)  No (If "No", move to next questionnaire topic)

If yes, describe service area and security measures planned to ensure consumption by only persons 21 years or older:

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*NOTE: Alcoholic beverages may not be sold or consumed at events at City parks or in public streets.*

**ENVIRONMENTAL SERVICES** (If not applicable, move to next questionnaire topic)

Describe your plan for clean-up and for collecting and disposing of refuse. \_\_\_\_\_

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Will the event involve water activities or washing down of item? \_\_\_\_\_

Describe your plans for recycling, disposal and pick up: \_\_\_\_\_

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Will there be live animals at your event?  Yes  No

If yes, describe who will be responsible for pet waste removal and proper disposal: \_\_\_\_\_

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**Toilets**

Will Portable toilets be used at event?  Yes  No If "Yes", how many? \_\_\_\_\_

*NOTE: The Los Angeles County Health Department recommends one (1) chemical toilet for every 250 men and two (2) chemical for every 175 women. At least 10% of toilets must be accessible to disabled persons. If your event is planned for night, all restrooms must be properly illuminated. A refundable clean-up/damage deposit may be required. The City of Covina encourages recycling and may require a Zero Waste Management Plan. Toilets must be on secondary containment in case of spills.*

**LOS ANGELES COUNTY FIRE DEPARTMENT** (If not applicable, move to next questionnaire topic)

Which of the following will you be using?

- Tents How many? \_\_\_\_\_ Dimensions of each \_\_\_\_\_ x \_\_\_\_\_
- Canopies How many? \_\_\_\_\_ Dimensions of each \_\_\_\_\_ x \_\_\_\_\_
- Generators How many? \_\_\_\_\_ Size/type? \_\_\_\_\_
- Cooking/Open Flame
- First Aid Facilities
- Special Effects (describe) \_\_\_\_\_
- Other (describe) \_\_\_\_\_

**BUILDING & SAFETY** (If not applicable, move to next questionnaire topic)

Which of the following will you be constructing or assembling?

- Stages (How many? \_\_\_\_\_ Height: \_\_\_\_\_ inches  Tent in excess of 400 sq. ft.
- Bleachers or other seating  Structure in excess of 120 sq. ft. area
- Canopy (open sides) in excess of 700 sq. ft. area  Displays or other structures (describe)
- Platform

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*NOTE: Building and Safety may require an inspection, building permit, and/or engineer drawings. Stages, platforms and decks more than 30" above grade require a Building Permit.*

**ACCESSIBILITY PLAN** (If not applicable, move to next questionnaire topic)

Applicant must comply with all city, county, state, and federal disability access requirements applicable to the event, including the American with Disabilities Act (ADA). All indoor and outdoor sites, activities, and programs must be accessible to persons with disabilities.

Describe your accessibility plan: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**POLICE / SECURITY** (If not applicable, move to next questionnaire topic)

Will you be hiring a private security company? Yes No Total number of security personnel \_\_\_\_\_

Name of security company: \_\_\_\_\_

Will any security guards be armed? Yes No If yes, how many? \_\_\_\_\_

*NOTE: Covina Police Department personnel may be required at your event and at the applicant's expense. All service providers (security, etc.) will be required to obtain a Covina Business License and Private Patrol Operator Permit.*

**ENTERTAINMENT / SOUND AMPLIFICATION**

Will there be amplified sound/music during the event? Yes No (If "No", move to next questionnaire topic)

If yes, where? Indoors Outdoors

Hours of amplified sound/music: Date: \_\_\_\_\_ Start: \_\_\_\_\_ am / pm Finish: \_\_\_\_\_ am / pm  
Date: \_\_\_\_\_ Start: \_\_\_\_\_ am / pm Finish: \_\_\_\_\_ am / pm

Number of stages: \_\_\_\_\_ Height of stages: \_\_\_\_\_

Number of bands: \_\_\_\_\_ Type of music: \_\_\_\_\_

Name of entertainers: \_\_\_\_\_

Describe other amplified sound: \_\_\_\_\_

Sound Check: Date: \_\_\_\_\_ Start: \_\_\_\_\_ am / pm Finish: \_\_\_\_\_ am / pm

*NOTE: Music or other amplified sound must be an incidental component of the event and stages must be no more than 30" above grade. Depending on event site and its proximity to residential areas, the duration of amplified sound may be restricted.*

**SIGNAGE**

What type of signage will you have at your event? Where and how will it be mounted? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*NOTE: Temporary signs that identify or pertain to the event may be installed within the event. Restrictions on the size of the logo vary by event venue. Inflatable signage that includes advertising or promotions is prohibited. All temporary signs with or without logos must be approved by City staff in advance of the event.*

**PARKING / TRANSPORTATION MANAGEMENT** (If not applicable, move to next questionnaire topic)

Number of vehicles expected for staff and guests? \_\_\_\_\_

Describe parking plans (specify parking location, shuttle service, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe how attendees will arrive at the event (designated drop-off area, all arrive at once; arrive at various times, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will you need to reserve parking spaces? Yes No

Specify location \_\_\_\_\_

Are you hiring a valet parking service? Yes No Auto valet parking company will be required to obtain a Covina Business License. If operating on public streets, a valet parking permit and garage keeper's liability insurance will also be required.

*NOTE: Event may require a Transportation Management Plan/Traffic Control Plan to be submitted by the applicant and prepared by a licensed traffic engineer. The level of detail required will be directly related to the size and scope of the event. The Transportation Management Plan/Traffic Control Plan must be reviewed and approved by the City before approval of the event.*

**STREET CLOSURES** (If not applicable, move to next questionnaire topic)

Are you requesting a street or lane closure?  Yes  No Describe: \_\_\_\_\_

Are you requesting closure of more than one block?  Yes  No

Describe location and exact time of closure: \_\_\_\_\_

*NOTE: Street closures, if authorized, require a City approved temporary traffic control plan (submitted by the applicant and prepared by a licensed traffic engineer) to be implemented at the event that may include but not limited to hiring traffic service personnel and paying for barricades, signage, bus re-routing and parking space reservations.*

**ADDITIONAL CITY REQUIREMENTS**

**Business Licenses**

All supply/service providers (caterer, promoter, security, valet, rental companies, etc.) will be required to obtain a Covina Business License. Retail vendors are exempt from having to obtain a business license.

**Neighbor Notification**

Residents and businesses within 500 feet of an event site must be notified in writing at least 10 calendar days prior to an event held outdoors or in a tent/temporary structure if there will be amplified sound or live music or if the event requires a street closure(s). The notice will include a brief description of the event, date and time of event, the name of a contact person, and a means for reaching the person during the event in case there is a problem. There is a set fee for mailing out the notice for events at fixed venues.

**Indemnity and Hold Harmless Agreement**

Event organizer will be required to execute a Defense, Indemnity and Hold Harmless Agreement. Depending on the type of event such as rummage and yard sale, the intensity and the duration of the event, the Community Development Director and City's Risk Manager may authorize a waiver of the required Agreement.

**Insurance**

Commercial General Liability Insurance, or its equivalent, with limits not less than \$2 million per occurrence. Some events may require higher limits, auto, liquor, participant, or garage keeper's liability and depending on the type of event such as rummage and yard sales, the intensity and duration of the event, the Community Development Director and City's Risk Manager may authorize a waiver of the required insurance. Such insurance shall be primary and not contribute with insurance or self-insurance maintained by the City of Covina. Such insurance shall be endorsed to designate the City of Covina, its elected and appointed officials, employees, and volunteers as additional insured. A certificate of insurance from the vendor installing the temporary structure (e.g., stage, bleachers, etc.) providing evidence of general liability insurance coverage in the amount of \$2 million per occurrence.

**APPROVAL AND APPEAL PROCESS**

The action taken by the Community Development Director and/or his designee is final, unless a written appeal to the Planning Commission is filed within 10 calendar days after the date of the decision, and in accordance to Municipal Code Section 17.62.260.

**I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I CERTIFY THAT I WILL FULLY COMPLY WITH THE SPECIFIC CONDITIONS OF THE ADMINISTRATIVE CONDITIONAL USE PERMIT.**

Submitted by \_\_\_\_\_

(Please Print)

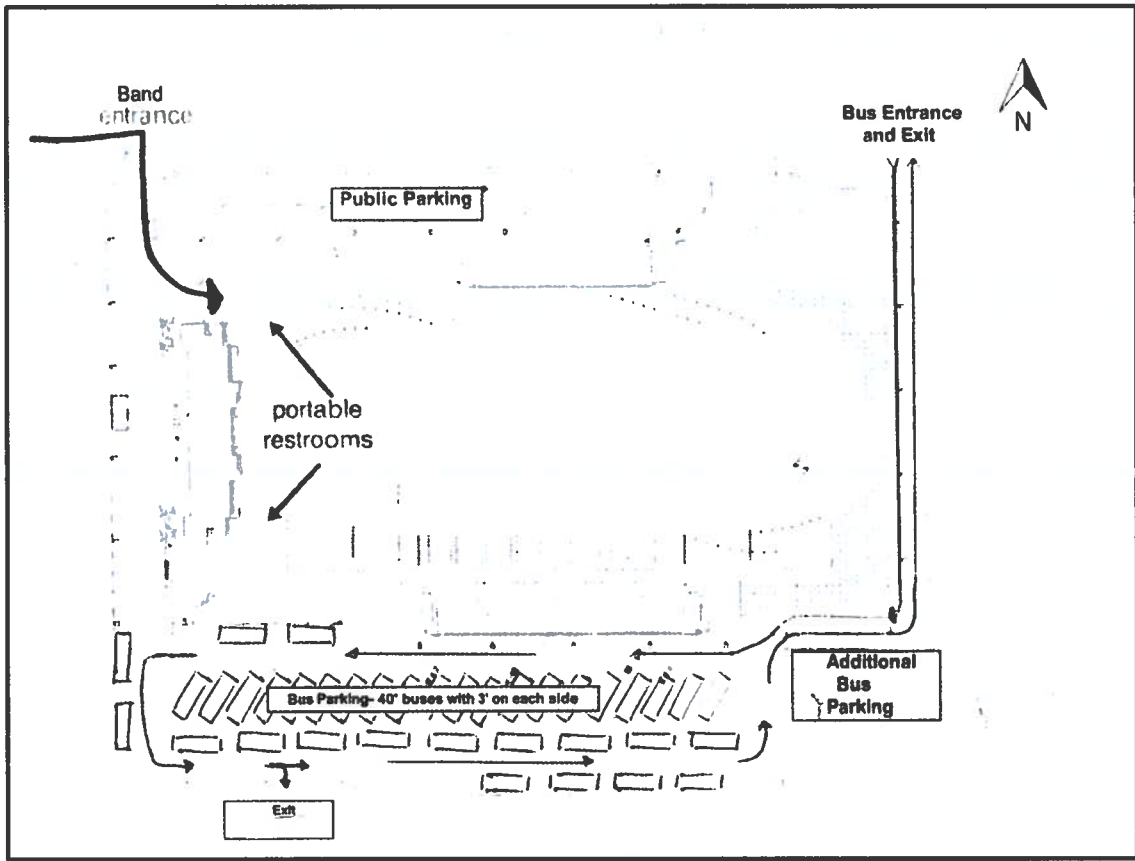
Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_





**SAMPLE 2**



**SAMPLE 3**

