



**APPLICATION SUBMITTAL REQUIREMENTS**

Applications for a Food Truck Event shall be submitted **at least ten (10) working days (two weeks)** prior to the date of the event. Applications submitted less than 10 working days may not have sufficient time to obtain required review and/or approvals in which case the FTE will be delayed or denied.

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|--|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> A Complete Application</li> <li><input type="checkbox"/> Application Fee</li> <li><input type="checkbox"/> Property Owner approval letter authorizing the FTE</li> <li><input type="checkbox"/> Site Plan depicting location of event and food truck vendors 8 1/2" x 11" format (3 copies)</li> <li><input type="checkbox"/> Copy of Valid City of Montclair Business License</li> <li><input type="checkbox"/> List of license plate numbers for each food truck for FTE</li> <li><input type="checkbox"/> Copy of Valid San Bernardino Health Permit for each food truck participating in FTE</li> <li><input type="checkbox"/> Layout for any outdoor dining area proposed with FTE (e.g., tables and chairs, trash receptacles, shade structures, etc.)</li> <li><input type="checkbox"/> Sponsor/Company approval letter authorizing the FTE on premise.</li> <li><input type="checkbox"/> Copy of Insurance Certificate for the event and each food truck vendor</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Detailed written description of the food truck event, including dates and times. Extended FTEs shall provide dates (6 months max.) for recurring events during extended timeframe.</li> <li><input type="checkbox"/> Copy of approved Alcoholic Beverage Control (ABC) Event Authorization ABC-215 Form (Type 77 License) for outdoor event associated to a City of Montclair approved and duly licensed Micro-brewery business (ABC Max. of 4 per year)</li> <li><input type="checkbox"/> Name, address, and phone number of the commissary (storage) facility) where the vehicle will be stored.</li> </ul> |
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Supplemental Questions Will FTE include one or more of the following?	Circle Answer	
Use of temporary structures or tents?	Yes	No
Use of temporary banners (1 per frontage)?	Yes	No
Sell or dispense alcoholic beverages? Applicant shall be responsible for complying with ABC regulations.	Yes	No
Live entertainment, PA system and/or public dancing?	Yes	No
Charge of an admission fee to the general public?	Yes	No
Require temporary power? (Generators? Electrical permit and inspection required)	Yes	No

**FEES**

<input type="checkbox"/> PERMIT FEE: SHORT-TERM EVENT	\$50.00
<input type="checkbox"/> EXTENDED TERM EVENT	\$125.00
<input type="checkbox"/> CLEAN UP DEPOSIT	\$350.00

**REFUND POLICY**

If an application is denied or an approved event is canceled, applicant shall not be entitled to refund of fees.

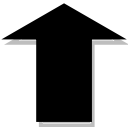
**CITY USE ONLY**

<b>DATE RECEIVED:</b>	<b>RECIEVED BY:</b>				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;"><b>ACTION</b></td> <td style="padding: 5px;"><b>ACTION BY:</b></td> </tr> <tr> <td style="padding: 5px;"> <input type="checkbox"/> APPROVED  <input type="checkbox"/> DENIED                 </td> <td style="height: 40px;"></td> </tr> </table>	<b>ACTION</b>	<b>ACTION BY:</b>	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED		
<b>ACTION</b>	<b>ACTION BY:</b>				
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED					
<b>CONDITIONS OF APPROVAL:</b>					
<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> <li>7.</li> </ol>					

FOOD TRUCK/VENDOR EVENT SITE PLAN

Street Location: \_\_\_\_\_

Note: Please show details of all outdoor display (tents, signs, banner, sanitary facilities, or other temporary materials) activity areas, fences, parking layout, structures, walkways, driveways, public streets and other relevant information on the drawing. You may also attach a separate drawing or brochure explaining the proposed event.



**NORTH**