



CITY OF

Ypsilanti

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Food Concessions

§122-335(e)

This Fact Sheet is not a substitute for the ordinance, but addresses common questions about City ordinances. For further information, please call the Building Department.

All permit applications are available from the Building Department and at cityofypsilanti.com/permits.

Completed applications may be dropped off at the Building Department.

City Hall

One South Huron
Ypsilanti, MI 48197

Building

3rd Floor, City Hall
Phone: (734) 482-1025
cityofypsilanti.com/building

Planning

4th Floor, City Hall
Phone: (734) 483-9646
cityofypsilanti.com/planning

Historic District

4th Floor, City Hall
Phone: (734) 483-9646
cityofypsilanti.com/hdc

All permits, fees, and factsheets can be found at cityofypsilanti.com/permits.

This permit application is for businesses that cook, prepare, and/or otherwise distribute food or drink from a temporary apparatus, such as a stand, cart, trailer, or wagon. For businesses that move from place to place, vend from the right-of-way or street, and stop for no more than 30 minutes at a time ("ice cream truck style"), please complete the "Peddler's Permit" form.

Permits Required:

- Temporary Food Concession Sales Permit (cityofypsilanti.com/permits)
- Washtenaw County Health Department *or* Michigan Department of Agriculture and Rural Development Permit.
- City of Ypsilanti Fire Department inspection & approval.

Application timing:

Applications are due no less than two weeks before you plan to operate.

Duration Limitations:

Permits may be issued for no more than two hundred (200) consecutive days over a period of twelve (12) calendar months. Permits can be issued annually upon application. Permits expire on December 31st of each year.

Districts permitted:

Center, Parks, General Corridor, Neighborhood Corridor, and Health and Human Services. The zoning map can be found at cityofypsilanti.com/zoning.

Placement

The temporary mobile food establishment and all accessory materials shall be located on a paved surface, or evidence submitted that placement on an unpaved surface will not increase stormwater runoff or pose an accessibility challenge for patrons who may use a mobility assistance device, such as a wheelchair or walker.

Traffic Visibility:

Nothing can be in the public right-of-way (street, sidewalk, etc) or on public property. Must be at least 25 feet from curb in conformance with §122-675.

Hours of Operation:

Open no later than 10 p.m. Sunday through Thursday and 11 p.m. on Friday and Saturday. Temporary food concessions are not permitted to operate any earlier than 7am on any day of the week.

Overall Sound:

No amplified sound is allowed. Outdoor generators must be identified on the plan if used. No outdoor generators shall be permitted within 200 feet of a property that is not zoned Center, Parks, General Corridor, Neighborhood Corridor, or Health and Human Services zoning district.

Sanitary Facilities

Sanitary facilities shall be provided if seating is provided.

Lighting

All outdoor lighting shall be down-directed and fully shielded.

Location

Written, notarized permission from property owner is required.



**City of Ypsilanti
Planning & Development Department**

**Non-refundable
Planning Fee:
\$50**

One South Huron • Ypsilanti, MI 48197
Phone: (734) 483-9646 • Fax: (734) 483-7260
www.cityofypsilanti.com

FOOD CONCESSION SALES PERMIT

Contact Information

Name:		
Address:		
City:	State:	Zip:
Phone / Fax:		E-Mail:

Location Information

Name:	
Address:	
Location of Temporary Sales: (ex, parking lot)	Current Zoning:

See checklist page for full list of information required

Vendor Information

Name:
Address:
Time period and hours of operation:

Food Concession Sales Permit Check List

Please review §122-335 (e) for the full list of code requirements at cityofypsilanti.com/zoning

Please call 734-482-9778 to schedule a fire inspection of your cart.

The Planning and Development Department reserves the right to reject any incomplete submission.	
Food Concession Sales Permit information	
	Brief description of Concession distribution
	Duration requested:
	Outdoor seating?
	Dimensions of structure (or vehicle) which you are conducting sales from
	<p>Sketch plan (map) with site information (hand-drawn on google map is acceptable)</p> <p>i. location and dimensions of any stand, trailer, wagon or vehicle, and any other outdoor activity associated with concession sales;</p> <p>ii. site dimensions of any existing buildings on the lot including building setbacks;</p> <p>iii. existing public improvements, such as fire hydrants, bus shelters, trees and tree grates and parking meters;</p> <p>iv. surface type of the lot (e.g. unimproved/paved);</p> <p>v. a parking plan, including traffic circulation patterns;</p> <p>vi. location of trash receptacles;</p> <p>vii. location of on-site water, generator, and/or electric utilities that will serve concession vendor(s);</p> <p>viii. location of sanitary facilities;</p> <p>ix. map identifying existing restaurants, as well as other concession sales locations within three-hundred (300) feet;</p> <p>x. Photographs of the area</p> <p>xi. A paragraph with a picture of the cart shall be submitted that describe and show:</p> <ul style="list-style-type: none"> • the nature of proposed concession sales, • the food and/or beverage types; • vehicle or structure type; • site signage; • how long sales will occur on the site; and • hours of operation.
	Food concession sales permit from the County
	A signed, notarized statement from the owner of the property authorizing this application <i>must</i> be included

Signature

I hereby attest that the above information is accurate. I am authorized to and grant permission to the City of Ypsilanti staff to be on the subject property for the purposes of preparing staff reports and/or evaluating this application.

Signature:

Date:

Print Name: