



# City of WOODSTOCK

Building & Zoning Department  
121 W. Calhoun Street  
Woodstock, Illinois 60098

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<b>MOBILE KITCHEN TEMPORARY USE PERMIT &amp; APPLICATION</b>		<b>Permit Number:</b>	
		<b>New application</b> <input type="checkbox"/> <b>Renewal</b> <input type="checkbox"/>	
<b>Name, address, telephone number, &amp; email address of applicant</b>	<b>Name:</b>		
	<b>Address:</b>		
	<b>Telephone/email:</b>		
<b>Name, address, telephone number of owner of property where mobile kitchen will be located</b>	<b>Name:</b>		
	<b>Address:</b>		
	<b>Telephone:</b>		
<b>Location of mobile kitchen (attach required site plan/sketch):</b>			
<b>Days of operation:</b>			
<b>Hours of operation:</b>			
As applicant for this permit, I hereby state that the information provided on/with this application is correct to the best of my knowledge, and acknowledge/agree that failure to comply with the terms and conditions of this temporary use permit may result in its administrative revocation by the City of Woodstock.			
<b>Applicant's signature:</b>		<b>Date:</b>	
<b>Property owner's signature:</b>		<b>Date:</b>	
The following materials shall accompany this application:			
<ul style="list-style-type: none"> <li>• Copies of all licenses or permits required by State and County health authorities.</li> <li>• Site plan showing the location of the mobile kitchen on the property, with property lines, dimensions, physical improvements, existing buildings and structures, parking spaces and paved areas, and similar features and information.</li> <li>• Depiction of appearance and design of mobile kitchen, including exterior dimensions, signage, and exterior lighting features.</li> <li>• Information regarding provision of power, potable water, and sanitary waste disposal.</li> <li>• Information regarding customer parking and vehicular/pedestrian access to the site.</li> <li>• Required permit fee (\$500.00)</li> </ul>			
<b>Reviewed By:</b>		<b>Date:</b>	
<b>Approved By:</b>		<b>Date:</b>	
<b>Permit valid from (date):</b>		<b>to (expiration date):</b> December 31, _____.	
<b>Conditions of Approval (if any - attach extra pages if needed):</b>			

**Return completed form with original signatures and required fee and submittals to  
Building & Zoning Department, 121 West Calhoun Street, Woodstock, IL 60098**

## MOBILE KITCHEN REQUIREMENTS

A “mobile kitchen” is defined in the City of Woodstock Unified Development Ordinance as:

a commercially manufactured mobile food unit intended or designed for the cooking or preparation of hot and cold ready-to-eat food and drink for sale or distribution, established on non-municipally owned property and on a temporary basis. The location of a mobile kitchen can change from time to time through the use of motorized transportation, and shall not be located in or on a permanent building or structure. A mobile kitchen shall not include ice cream trucks or food vending pushcarts, bicycles, or stands.

Mobile kitchens are allowed in the B2, B3, B4, B5, M1 and M2 zoning districts, **subject to issuance of a temporary use permit** by the City for each location where a mobile kitchen is located. Anyone wanting to operate a mobile kitchen in the City of Woodstock must make written application for a temporary use permit to the City.

A mobile kitchen is not allowed on property zoned or used for residential use and cannot be open earlier or later than the time frame specified on the approved temporary use permit. In all cases, the hours of operation for a mobile kitchen located within three-hundred (300) feet of a residential dwelling shall be limited to the time between 7:00 a.m. and 11:00 p.m. Furthermore, a mobile kitchen is not allowed within one-hundred fifty (150) feet of any licensed food service establishment or restaurant unless written consent of the establishment or restaurant proprietor is provided to the City. No person shall pay or accept payment for such consent. A mobile kitchen shall be portable and completely removed from its location when the temporary use permit expires.

A temporary use permit for a mobile kitchen shall comply with the standards, requirements, and applicable provisions of the Woodstock Unified Development Ordinance. A temporary use permit for a mobile kitchen is valid for one (1) vehicle only and shall not be transferable from person to person or from place to place without the approval of the City. An approved temporary use permit for a mobile kitchen shall be valid for up to one (1) year, but shall not be valid beyond the end of the calendar year in which it is issued. An approved mobile kitchen temporary use permit may be renewed subject to compliance with these standards and specifications.

A mobile kitchen on property with an existing principal use shall not interfere with fire lanes or with vehicular or pedestrian circulation. It shall not block any means of emergency ingress/egress to an existing principal use and additional street access cannot be provided. A mobile kitchen shall meet and comply with all applicable parking space setback requirements and must be located on a paved surface. It cannot displace parking required for the principal use on a parcel.

A mobile kitchen shall also comply with all applicable regulations of the McHenry County Health Department and the State of Illinois, including those pertaining to health and sanitation requirements. The operator shall provide receptacles for waste disposal and clean the site daily, and is responsible for removing all waste generated by the business.

Signage for a mobile kitchen shall not conflict with the City of Woodstock Sign Control Ordinance. Lighting for a mobile kitchen shall comply with City of Woodstock Project Review

Guidelines. Portable lights, lights which flash, and similar attention-getting devices are not permitted. Outside amplifying equipment or noisemakers shall not be used.

The City of Woodstock shall be the sole point of sale for all sales from the mobile kitchen. The City, at its sole discretion, may require that permit applications be reviewed by the Police and Public Works departments and the Woodstock Fire Rescue District for public safety issues.

Whenever a mobile kitchen is not in compliance with any City ordinance, the City at its own discretion may revoke or not renew the temporary use permit.

Application for a new or renewed mobile kitchen temporary use permit should be submitted to the Building & Zoning Department a minimum of thirty (30) days prior to the proposed start of business.

## **MOBILE KITCHEN TEMPORARY USE PERMIT ORDINANCE TEXT**

### **Woodstock Unified Development Ordinance, Section 7B.3.8, “Specific Temporary Use Criteria and Requirements”**

- I. Mobile Kitchen (Ordinance Number 11-O-53, adopted September 20, 2011).
  1. A temporary use permit is required for the establishment and operation of a mobile kitchen on property zoned and located in a B2, B3, B4, B5, M1 or M2 zoning district. A mobile kitchen shall not be allowed to operate on property zoned or used for residential activity.
  2. A mobile kitchen shall not be allowed to operate in a location within one-hundred-fifty (150) feet of any licensed food service establishment or restaurant. This requirement may be waived if written consent of the proprietor of said licensed food service establishment or restaurant is provided to the City. No person shall pay or accept payment for such consent.
  3. A separate temporary use permit shall be required for each location used as the site of a mobile kitchen. Any person desiring to operate a mobile kitchen shall make a written application for such temporary use permit to the City. The application shall be on forms provided by the City and shall include the following:
    - A. Name, signature, and address of the permit applicant and the property owner, and the required permit fee.
    - B. A valid copy of all necessary licenses or permits required by the State and County health or transportation authorities.
    - C. The location(s) and days and hours of operation.
    - D. Site plan showing the location(s) of the mobile kitchen on the property, with property lines, physical improvements, existing buildings and structures, parking areas and spaces, and similar features.

- E. Depiction of appearance and design of mobile kitchen, including exterior dimensions, signage, and exterior lighting features.
  - F. Information regarding provisions for power, potable water, and sanitary waste disposal.
  - G. Information regarding vehicular and pedestrian access to the site and parking arrangements for customers.
4. The application for a temporary use permit for the establishment and operation of a mobile kitchen shall be accompanied by a non-refundable five-hundred dollar (\$500.00) application/permit fee.
  5. A temporary use permit for the establishment and operation of a mobile kitchen shall comply with the standards, requirements, and applicable provisions of the Woodstock Unified Development Ordinance unless otherwise provided for in this Section.
  6. A temporary use permit for the establishment and operation of a mobile kitchen is valid for one (1) vehicle only and shall not be transferable from person to person or from place to place without the approval of the City.
  7. A mobile kitchen shall comply with all applicable regulations of the McHenry County Department of Health and the State of Illinois.
  8. At any time a mobile kitchen is not in compliance with any City ordinance, the permit, at the City's sole discretion, may be revoked and/or a permit may not be renewed.
  9. A temporary mobile kitchen shall comply with the following standards, requirements and specifications:
    - A. A mobile kitchen shall be portable and completely removed from its temporary use location when the temporary use permit expires.
    - B. The City, at its sole discretion, may require that permit applications be reviewed by the Police and Public Works departments and the Woodstock Fire Protection District for public safety issues.
    - C. A mobile kitchen shall not be located on any parcel zoned or used for residential activity.
    - D. A mobile kitchen located on property with an existing principal use shall not interfere with fire lanes or with vehicular or pedestrian circulation. Additional street access shall not be provided.
    - E. A mobile kitchen shall not block any means of emergency ingress/egress to an existing principal use on a parcel.
    - F. A mobile kitchen shall meet and comply with all applicable parking space setback requirements.

- G. A mobile kitchen shall be situated on a paved surface.
- H. A mobile kitchen shall not displace parking required for the principal use on a parcel.
- I. A mobile kitchen shall not be open earlier or later than the time frame specified on the approved temporary use permit. In all cases, the hours of operation for a mobile kitchen located within 300 feet of a residential dwelling shall be limited to the hours between 7:00 a.m. and 11:00 p.m.
- J. Signage for a mobile kitchen shall not conflict with the City of Woodstock Sign Control Ordinance.
- K. Lighting for a mobile kitchen shall comply with City of Woodstock Project Review Design Guidelines. Portable lights, lights which flash, and similar attention-getting devices are not permitted. Outside amplifying equipment or noisemakers shall not be used.
- L. A mobile kitchen shall comply with all applicable State and County health and sanitation requirements, and shall provide receptacles for waste disposal. The permittee shall be responsible for removing all waste generated from the business and the site shall be cleaned daily.
- M. An approved mobile kitchen temporary use permit shall be valid for up to one year, but shall not be valid beyond the end of the calendar year in which it is issued. An approved mobile kitchen temporary use permit may be renewed subject to compliance with the same standards and specifications required above.
- N. The City of Woodstock shall be the point of sale for all sales from the mobile kitchen.