



SPECIFIC USE PERMIT APPLICATION FOOD TRUCK PARK

Geographic ID #: _____

Project Address: _____

Subdivision: _____

Lot(s)/Block: _____

Current Zoning: _____ Overlay district, if applicable: _____

Proposed Use: _____ Gross Acreage: _____

Owner Information

Name: _____

Address: _____

City: _____

State: _____ Zip Code: _____

Telephone: _____

Fax: _____

Email: _____

Signature: _____

Representative/Agent Information

Name: _____

Address: _____

City: _____

State: _____ Zip Code: _____

Telephone: _____

Fax: _____

Email: _____

Signature: _____

NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Office Use Only

Date Submitted: _____ Application Fee: _____ Zoning District: _____

Accepted by: _____ Dept. Director: _____ Case Number 235-_____-_____

Application Submission Requirements

In order for an application to be considered complete, the applicant must include all of the following required items:

1. Recorded warranty deed for each proposed site.
2. Map showing boundaries of proposed site.
3. Site plan, signage plans and elevations of the building(s). Please site plan requirements below.
4. A narrative explaining the use of the site.
5. If the application is not signed by the property owner(s) listed on the warranty deed, a notarized authorization form is included.

NOTE: The fee for a Specific Use Permit for the development of a Food Truck Park is \$2,800. This fee is due if the permit is approved by both the Planning and Zoning Commission and the City Commission.

Site Plan Requirements

A site plan drawn to scale showing the maximum capacity and layout of the food truck park must be submitted and labeled as a “***Specific-Use Ordinance Appendix.***”

1. The layout must include the positioning of all of the following:
 - a. Mobile food vendors (food trucks)
 - b. Building(s) and/or restroom facilities
 - c. Off-street parking and landscape buffer that separates parking lot from the park
 - d. Amenities
 - e. Seating and/or common areas
 - f. Location of garbage receptacle(s)
 - g. Traffic circulation
 - h. Outdoor lighting and exterior signage
2. Include totals for the following:
 - a. Gross floor area
 - b. Land/water area
 - c. Landscaped area
 - d. Parking spaces
 - e. Square footage of food truck parking space

NOTE: A copy of Ordinance Number 2015-235.83, which allows the development of a food truck park on private property, is included with this application. Please refer to Section E5 (letters a –m) for additional site requirements.

APPLICANT CERTIFICATION

I certify that I have provided the Zoning Administrator with 3 hard copies and an electronic copy of the complete application. The electronic copy of the application has been emailed to erika@cob.us.

I understand that, in order for the Zoning Division to process this application, a complete application has to be submitted by the next applicable Planning and Zoning Commission meeting.

Applicant signature



FOOD TRUCK PARK APPLICATION EVALUATION CRITERIA SCORE SHEET

Applicant:	Max. Points	Score
1. Complete application, narrative, and addressed all necessary corrections requested by the Planning Dept.	10	
2. Management Structure <ul style="list-style-type: none"> • Proposed Management (5 points) • Park Rules (10 points) • Culinary Diversity (5 points) 	20	
3. Location <ul style="list-style-type: none"> • Alignment with City vision (20 points) <ul style="list-style-type: none"> ○ Proximity to neighborhoods ○ Bike-friendly (repair/water station) ○ Promotes walkability ○ In an underutilized area (downtown, Boca Chica, Price Road, Paredes Line) • Neighborhood support, if applicable (5 points) <ul style="list-style-type: none"> ○ If park is located within 200 feet of a neighborhood with more than 10 homes, then the developer must provide neighborhood support (i.e. petition or letter of support from neighborhood residents) 	25	
4. Site Design <ul style="list-style-type: none"> • Shading (canopy, trees) • Green areas • Seating (indoor/outdoor) • Additional landscaping • Amenities 	40	
5. Overall quality of proposal	5	
Total Points	100	
Comments:		

***NOTE: ANY APPLICATION WITH A SCORE BELOW 90% WILL NOT BE CONSIDERED FOR PERMITTING.**

**REVIEW PROCESS
FOR
FOOD TRUCK PARK APPLICATION**

1. Submit completed applications to the Planning and Zoning Division. Incomplete applications will not be reviewed.
2. Zoning staff reviews applications to ensure applications are complete and are in compliance with Ordinance Number 2015-235.83. If the application is incomplete or additional information is needed, zoning staff will contact the applicant to request this information. Once pending information is submitted, the application will be passed on to the review committee.
3. A review committee will score applications using the Evaluation Criteria Score Sheet (on the previous page). The review committee will be comprised of the following members:
 - a. City Manager (or appointee)
 - b. Planning and Zoning Director of Operations
 - c. Planning and Zoning staff member (as appointed by Director of Operations)
 - d. Building Inspections and Permitting Director of Operations (or appointee)
 - e. Health Department Director (or appointee)
4. Applications scoring 90% or above will be presented before the Planning and Zoning Commission for review. Applications scoring below 90% will not be considered for permitting.
5. Applications that have been approved by the Planning and Zoning Commission will then be presented before City Commission for approval.
6. Applications approved by City Commission will then be required to pay the \$2,800 Specific Use Permit fee for the development of a food truck park. Once the payment has been received by the Planning and Zoning Division, a Specific Use permit will be issued.
7. The developer will then follow the standard Buildings + Permitting requirements for the development of a site. Permitting fees must be paid accordingly and prices vary depending on the site and type of permit needed.
8. The Buildings + Permitting Division will issue a Certificate of Occupancy (CO) if all inspections are passed.