



## **Mobile Food Vendor Operation Permit Approval Packet (Property Owner Approvals)**

This packet contains information on the process by which a property owner obtains approval to host a Mobile Food Vendor on their property. Upon approval of a Mobile Food Vendor Operation Permit, a property owner is allowed to host any Mobile Food Vendor approved by the Town of Fort Mill subject to the conditions of their operation permit. A list of Town approved Mobile Food Vendors will be placed on the Town's website and updated monthly ([www.fortmillsc.gov/mobilefoodvendors](http://www.fortmillsc.gov/mobilefoodvendors)).

The following items are included in this Packet:

1. Zoning Requirements for Property Owners to host a Mobile Food Vendor
2. Zoning Requirements for Mobile Food Vendors (Provided for information only – see Mobile Food Vendor Approval Packet for more information on how Mobile Food Vendors gain Town approval)
3. Mobile Food Vendor Operation Permit Application Form

If you have any questions about the approval process, please contact the Development Center at (803)-835-2337 or [developmentcenter@fortmillsc.gov](mailto:developmentcenter@fortmillsc.gov).

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## **Zoning Requirements for Property Owners to Host a Mobile Food Vendor**

If you have any questions regarding the zoning requirements, please contact the Planning Department at (803)-547-2034 or email [developmentcenter@fortmillsc.gov](mailto:developmentcenter@fortmillsc.gov)

**Please Note:** The approval process for property owners is separate from the approval process for a Mobile Food Vendor. Mobile Food Vendors need to refer to the Mobile Food Vendor Approval Packet. Information on Mobile Food Vendors is provided within this packet for information only.

# Zoning Requirements for Property Owners

## Article VI, Section 4 – Zoning Ordinance

**Property Owner Approval Process - Requirement for Mobile Food Vendor Operation Permit.** It shall be unlawful for any property owner to allow the operation of a mobile food vendor on their property within the Town of Fort Mill without first obtaining approval by the Town's Planning Department or Planning Commission (as applicable) of a Mobile Food Vendor Operation Permit. The Planning Director is authorized and shall establish an application form and submittal requirements for property owners to apply for approval for the operation of a mobile food vendor on their property. Fees for Mobile Food Vendor Operation Permits may be established at the will of Town Council and included in the fee schedule of the adopted fiscal year budgets.

**Mobile Food Vendor Operation Permit – Locational Requirements.** Approvals to property owners are only allowed in certain locations listed below:

1. As a part of an approved special event (Planning Department approval)
2. As an accessory use to a craft brewery or distillery (Planning Department approval)
3. As an accessory use to a school or church (Planning Department approval)
4. As an accessory use to a commercial establishment of more than 100,000 square feet (Planning Department approval)
5. At a space approved by the Planning Commission in a pedestrian-oriented area such as downtown, a mixed-use district, major park or venue, or employment campus.
6. Notwithstanding the above, no mobile food vendor shall be allowed to operate on a single-family residential lot.

**Mobile Food Vendor Operation Permit – Operational Requirements.** A Mobile Food Vendor Operation Permit shall only be approved for the operation of a mobile food vendor subject to the ability to meet the following requirements:

1. Location on Site: Mobile food vendors must be located to serve major pedestrian flows, event attendees, and on-site customers. Vendors cannot be oriented to attract business from nearby roads or other off-site areas.
2. Permission of Other Applicable Controlling Entities: Written consent to operate on the property must be obtained from any Homeowner's Association, Property Owner's Association, or similar entity with authority over the property. If the proposed location is within a Town right-of-way, the Town must provide written consent.
3. Allowable Mobile Food Vendors: Only mobile food vendors who have been approved by the Town of Fort Mill and have an active/valid Fire Marshal Approval and Town of Fort Mill Business License are allowed to operate on the property. It shall be unlawful for any other food truck to be allowed to operate on the property.
4. Safety: The unit must be parked in a location that does not create traffic or safety problems and does not impede the activities of other uses at the location. Examples include but are not limited to obstructing the visibility of motorists, interfering with parking lot circulation, blocking access to a public street, alley or sidewalk, or locating customer queuing that obstructs building entries or public walkways.
5. No Overnight Stays: No overnight stays shall be permitted: the unit cannot be left on site overnight.

6. Planning Commission Approved Spaces: The Planning Commission has the authority to add additional conditions for any space they approve in order to protect the health, safety, and general welfare of the public on a case-by-case basis.

**Enforcement.** Property owners found out of compliance more than three (3) times in a calendar year shall have their Mobile Food Vendor Operation Permit revoked and/or lose their ability to obtain a Mobile Food Vendor Operation Permit for a period of twelve months.



## **Zoning Requirements for Mobile Food Vendors**

If you have any questions regarding the zoning requirements, please contact the Planning Department at (803)-547-2034 or email [developmentcenter@fortmillsc.gov](mailto:developmentcenter@fortmillsc.gov)

**Please Note:** The approval process for property owners is separate from the approval process for a Mobile Food Vendor. Mobile Food Vendors need to refer to the Mobile Food Vendor Approval Packet. Information on Mobile Food Vendors is provided within this packet for information only.

# Zoning Requirements for Mobile Food Vendors (Info Only)

## Article VI, Section 4 – Zoning Ordinance

**Permitted and Conditional Uses.** Mobile food vendors that actively move to multiple sites primarily for the purpose of delivering food during one meal period are considered a permitted use in any district (such as but not limited to visiting active construction sites, industrial developments, or ice cream trucks). All other mobile food vendors are allowed to operate following the conditional use requirements listed below and only on properties where the property owner has obtained a Mobile Food Vendor Operation Permit.

**Conditional Use Requirements.** Mobile food vendors operating as a conditional use must meet the following requirements:

1. Mobile food vendors must operate on property that has an approved Mobile Food Vendor Operation Permit and must operate in accordance with the conditions of the Mobile Food Vendor Operation Permit approval. See Page 5 for information relating to gaining approval for a property to host a food truck via an approved Mobile Food Vendor Operation Permit.
2. Town and State Approvals: A Town of Fort Mill Business License and DHEC inspection report shall be prominently displayed to the public in the food handling area of the vehicle during operation. Town of Fort Mill Fire Marshal approval shall be kept within the truck and made available upon request.
3. Alcohol: No alcoholic beverages shall be sold.
4. Safety: The unit must not create traffic or safety problems and must not impede the activities of other uses at the location. Examples include but are not limited to obstructing the visibility of motorists, interfering with parking lot circulation, blocking access to a public street, alley or sidewalk, or locating customer queuing that obstructs building entries or public walkways.
5. Signs: Only signs permanently affixed to or painted on the vehicle shall be permitted. Signs shall not project from the vehicle and shall not be illuminated.
6. Garbage: The vendor is responsible for removing all garbage from the site and for keeping the surrounds free from litter at all times.
7. Operators shall not cause any liquid wastes used in the operation to be discharged from the vehicle, with the exception of clean ice melt.
8. No Overnight Stays: No overnight stays shall be permitted: the unit cannot be left on site overnight.
9. Restroom facilities: The vendor is responsible for securing access to proximately located restrooms for employees.

**Operating on Public Property and at Special Events.** Mobile food vendors requesting approval to operate on public property or as a part of a Town approved special event may be subject to additional applications, submittal requirements, and may be subject to additional and/or different or more restrictive requirements than those listed previously.

**Enforcement.** A mobile food vendor found to be operating out of compliance with the requirements of this ordinance will be required to cease operations until such time that they are able to come into compliance. Mobile food vendors found operating out of compliance more than three (3) times in a business license year shall have their business license revoked and will not be able to operate within the Town of Fort Mill for the remainder of the business license year.



## **Mobile Food Vendor Operation Permit Application Form**

If you have any questions regarding the Mobile Food Vendor Operation Permit Application Form, please contact the Planning Department at (803)-547-2034 or email [developmentcenter@fortmillsc.gov](mailto:developmentcenter@fortmillsc.gov)

# Mobile Food Vendor Operation Permit Application Form

Town of Fort Mill, South Carolina

**Property Information:** Please provide information on the property for which a Mobile Food Vendor Operation Permit is being requested:

Owner Name: \_\_\_\_\_

Owner Email: \_\_\_\_\_

Owner Phone Number: \_\_\_\_\_

Property Address: \_\_\_\_\_

Current Use of Property: \_\_\_\_\_

\_\_\_\_\_

**Property Eligibility:** Mobile Food Vendors are only allowed to operate at certain locations. Please check the box or boxes that are most applicable to the subject property:

Public Property or the site of a Town approved special event

A Craft Brewery or Distillery

A School or Church

A commercial establishment of more than 100,000 square feet

Other\*

\*Sites noted as Other shall be subject to the review and approval of the Town of Fort Mill Planning Commission. Upon submittal of an application, the Planning Department will schedule a time to appear before the Planning Commission for review and approval.

## Submission Checklist

Completed Application

Site Plan showing the location or locations proposed for the operation of Mobile Food Vendors on the subject property. Site Plan should include enough information to indicate that the location of Mobile Food Vendors:

- Will not create traffic or safety problems (including but not limited to obstructing visibility of motorists, interfering with parking lot circulation, blocking access to a public street, alley, or sidewalk, or locating customer queuing in a way that obstructs building entrances or public walkways)
- Will not impede the activities of other uses at the location.

Attach the original copy of written permission for use of private property from the private property owner (if not applying as property owner)

Attach the original copy of written consent to operate on property under the authority of any Homeowner's Association, Property Owner's Association, or similar entity with authority over the property.

**Please Note: Additional materials may be required**

APPLICATION CONTINUED ON NEXT PAGE

**Operational Requirements:** A Mobile Food Vendor Operation Permit shall only be approved for the operation of a Mobile Food Vendor subject to the ability to meet the following requirements.

1. Location on Site: Mobile food vendors must be located to serve major pedestrian flows, event attendees, and on-site customers. Vendors cannot be oriented to attract business from nearby roads or other off-site areas.
2. Permission of Other Applicable Controlling Entities: Written consent to operate on the property must be obtained from any Homeowner’s Association, Property Owner’s Association, or similar entity with authority over the property. If the proposed location is within a Town right-of-way, the Town must provide written consent.
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**Enforcement:** Property owners found out of compliance more than three (3) times in a calendar year shall have their Mobile Food Vendor Operation Permit revoked and/or lose their ability to obtain a Mobile Food Vendor Operation Permit for a period of twelve months.

**Acknowledgement of Requirements:** By signing below, I confirm and agree that the information on this application and any other submittal materials is accurate; that I acknowledge that incomplete submissions will not be accepted; that I, and anyone representing the property, have reviewed all rules and regulations set forth by the Town of Fort Mill and acknowledge to comply at all times; and, that by signing below, I am acknowledging that failure to comply with all rules and regulations may result in the revocation of the Mobile Food Vendor Operation Permit for the subject property in addition to other remedies.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date