



**City of
Santa Clara**
The Center of What's Possible

Planning Division: (408) 615-2450
Email: planning@santaclaraca.gov

Application Checklist Mobile Food Vendors (Private Property)

Submit all materials and plan sets electronically (in a pdf file) through the online portal. **All materials and plan sets should be submitted as a PDF in a format that is searchable.** All plans shall be drawn to scale and completely dimensioned. The following are the minimum items needed for any planning application. Planning staff may request additional materials.

If a permit is required, mobile food vendors on private property will either submit for a Zoning Clearance or a Minor Use Permit depending on the proposed operation (See Santa Clara Code Chapter 18.60.280).

- *No permit when operating less than two hours (no need to complete this checklist).*
- *Zoning clearance (Accessory Use) is required when operating more than two hours, but less than four hours.*
- *Minor Use Permit is required when operation more than four hours or locating within 100 feet of a residentially zoned parcel.*

Submit this checklist and following materials:

I. Application through Permitting Online Portal

- File an application using the [Permit Online Portal](#).

II. Required Fee

- Pay the application fees. Consult the current [fee schedule](#).

III. Application Authorization

- Submit proof of [owner authorization](#)

IV. Written Project Description

- Provide a detailed description of the proposed use (e.g., days/hours of operation, products or services provided, anticipated customers and whether alcohol is provided or served, etc.) in a separate document.

V. Project Plans.

- Submit a plan set as a PDF in an 8.5 x 11 (Letter) format that is searchable for zoning clearances. If a Minor Use Permit is required, submit a plan set as a PDF in a 24" x**

36” format that is searchable for review. Submit full plan sets in a single, flattened/compressed PDF not exceeding 300MB in the following manner and with the following information:

Order of sheets in plan sets:

- Cover sheet
- Existing conditions site plan
- Proposed conditions site plan

Plan sets must show:

A. Cover sheet:

- Project Data Matrix:
 - Project address(es)
 - Existing and proposed uses
 - Number of parking stalls occupied by mobile food vendor
 - Seating area described in square footage (500 SF max)
 - Number of seats provided (24 seats max)
- Table of contents listing all plan sheets, their content and page number.

B. Site Plan:

- Include fully dimensioned site plans showing existing and proposed site conditions with:
 - North arrow (orient all sheets in the same direction)
 - Property lines, including distance from street centerlines and face of curb
 - Existing buildings and other proposed structures (including temporary canopies)
 - Driveways, parking spaces, and circulation (including sidewalks)
- Provide locations of any trash and recycling receptacles.

C. Signs: Include any proposed onsite signs that would be associated with the business:

- Conceptual sign locations.
- Show dimensions of any proposed signs.

D. Parking Layout and Circulation:

- Show location of mobile food vendor facility location in relation to parking lot and sidewalk. No more than four spaces may be used by the facility.