

## **Mobile Food Service Operations Special Event (MOFSE)**

### **MOFSE - "Food Truck Round-Up" - Application Checklist**

The following documents shall be provided by the MOFSE (Food Truck Round-Up) Coordinator as part of the review and approval process to obtain a Certificate of Use from the Department of Regulatory and Economic Resources for a MOFSE (Food Truck Round-Up). The CU application form and required documents shall be submitted to the Zoning Permit Section located at 11805 SW26 Street. The Zoning Permit Section is opened from 7:30 a.m. to 4 p.m., Monday-Friday. The contact phone number is 786-315-2660. Kindly submit the following:

- o Notarized letter from property owner of record authorizing the MOFSE and identifying the MOFSE Coordinator and alternate.
  - o The property owner will be the applicant, recipient and holder of the Certificate of Use.
  - o Written waivers of objection from eighty (80) percent of the owners or residents of residentially zoned properties within 1,000 feet of the MOFSE properties (vacant properties are not required).
  - o Schedule of events. This information will include a narrative describing the hours of operation, estimated public attendance, dates (maximum one per week), holiday dates (limited to 4 per year); maximum number of food trucks, and description of any other amenities being provided.
  - o Notification and sign-off letter from Miami-Dade Police Department (see attached required additional information).
  - o Letter from Department of Health addressing the bathroom facilities being provided. (Portable toilets will be removed from the site after each event)  
Contact Department of Health at 1725 NW 167 Avenue, 305-623-3500.
  - o A traffic safety and security plan. How are you directing traffic? Providing Security? Area designated for parking.
  - o Maximum number of individual Mobile Food Service Operations which may be present at the MOFSE.
  - o Copies of the Certificate of Use (CU) for the MOFSE Site as well as copies of the State license and proof of insurance of each of the individual Mobile Food Service Operations that will be on the site shall be maintained and made available by the MOFSE Coordinator.
  - o Site plan or survey indicating the maximum number of Mobile Food Service Operators, estimated public attendees; location of trucks/operators, location and number of off-street parking spaces available for public, location of refuse and sanitation facilities; lighting fixtures if applicable; location of right-of-way; emergency access; location of ingress, egress and circulation of traffic flow.
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- o Sale of alcoholic beverages is prohibited.
  - o Fees for Department of Regulatory and Economic Resources application and Certificate of Use – make check payable to: