



111 E. Michigan Ave. Paw Paw, MI
49079

Fee: \$100

Paid ☐

Unpaid ☐

Date: _____

Received By: _____

VILLAGE OF PAW PAW MOBILE FOOD VENDOR APPLICATION

1. Applicant Information

Mobile Food Vendor: _____

Business Name: _____

Contact Name: _____

Address: _____ **City:** _____ **State:** ____ **Zip:** _____

Phone: _____ **Email:** _____

2. Vehicle Information

Make: _____ **Model:** _____ **Year:** _____

Length: _____ **Width:** _____ **Driver's License #:** _____

3. General Business Description

Provide a general description of the food products to be offered as well as the proposed method of food preparation/cooking, source of water, source of power, the address(es) at which Mobile Food Vending is proposed and information related to trash collection and removal.

Provide the address of each property where the Mobile Food Vending unit is proposed to be stationed for the one-year duration that the permit is active. List the streets or areas of the Village in which you plan to operate. This location will be agreed upon BEFORE the day of the event, please coordinate with Village staff.

Provide a sketch (separate sheet) of the parcel where each Mobile Food Vending event is proposed throughout the annual permit duration showing existing improvements and areas proposed to be occupied by the Mobile Food Vendor. Indicate the days and times you expect to be operating. Dates and times will be agreed upon BEFORE the day of the event, please coordinate with Village staff.

Sunday: _____

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday: _____

Additional Information required with the parcel sketch

1. Location of existing buildings and distance from proposed Mobile Food Vending location.
2. The proposed location of the Mobile Food Vending Unit, indicating which side of the unit the service window is located.
3. Existing public improvements adjacent to the site include fire hydrants, light poles, utility poles, roads, and sidewalks.
4. The surface on which the Mobile Food Vending Unit will be stationed (e.g., asphalt, gravel, grass, etc.).
5. Existing and proposed parking (if applicable) on the property.
6. Location of trash receptacles.
7. Location of seating, if applicable.
8. Location of a generator if applicable.

4. Supplemental Documents Required

In order for this application to be complete, you must also submit the following documents:

- Copies of all necessary licenses or permits issued by the Van Buren-Cass District Health Department, and/or the State of Michigan.
- Proof of Liability Insurance Coverage and Automobile Insurance, listing the Village of Paw Paw
- Proof of Vehicle Registration.
- Written approval from the Wine and Harvest festival board if a Mobile Food Vending event is proposed during the Wine and Harvest Festival.
- Written documentation of the Village Council’s approval is proposed in conjunction with a special event.

Application procedures.

- Upon submittal of a completed application for a temporary Mobile Food Vendor, the **Zoning Administrator shall provide a copy to the following departments and agencies (as applicable):**
 - Department of Public Services
 - Police Department
 - Fire Department
 - Van Buren County
 - Village Manager
 - Michigan DNR

The Zoning Administrator shall solicit comments and/or concerns from each department in writing.

Long-Term Mobile Food Vending (longer than 90 days in one location).

- A.** Long-term Mobile Food Vendors shall be considered a special land use in all zoning districts.
- B.** Long-term Mobile Food Vendors must apply for a Special Land Use permit and meet the general special use standards, and the specific special use standards contained within Section 42-367(30) of this Ordinance.
- C.** Applications for a zoning permit for long-term Mobile Food Vending shall be submitted in accordance with the application procedures and required documentation contained herein after the Planning Commission and Village Council have approved the Special Land Use request in accordance with Section 42-367(30) of this Ordinance.
- D.** Zoning permit applications for Long-Term Mobile Food Vendors shall include the duration or number of consecutive days the Mobile Food Vending Unit will be stationed in a single location.

5. Attest

As the applicant, I hereby agree and understand it is my responsibility to ensure compliance with all policies, rules, and guidelines set forth by the Village of Paw Paw. I understand that any violations may result in immediate termination of our vendor/Village relationship.

Applicant's Signature: _____ Date: _____

6. Return this form and supporting materials with payment to:

Village of Paw Paw 111 E. Michigan Ave., Paw Paw, MI 49079
Attention: Zoning Administration

Village of Paw Paw MICHIGAN

Memorandum

To: **Mobile Food Vendor Operators**
From: Bryan Myrkle, Village Manager
Re: **Flags, Pennants, Balloons and other displays**
Date: May 2025

Please note:

While it is not specific to the Village of Paw Paw Mobile Food Vendor regulations, feather/flutter flags, inflatable signs, pennants, banners, balloon signs and similar displays are prohibited for all commercial operations operating in the Village of Paw Paw (*Section 42-434 Prohibited Signs – Paw Paw Code of Ordinances*).



Illustration taken from Village Code of Ordinances.