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FOOD TRUCK HUBS

Coordinator

January 6, 2020

Where will the hubs be allowed?

Food Truck Hub

- 1. 1/2 Mile of Metro* or MARC Station
- 2. M-NCPPC Property

OR

Must Have Permission of Property Owner

- 1. Depending on Location, if in a Municipality — Must Have Municipal Approval
- 2. If in Non-Municipal Area, Must Have Approval from Economic Development Corporation President/CEO

Must Have Permission of Property Owner

Special Approval from County Council

*Hubs are not allowed at Prince George's Plaza, West Hyattsville, Largo Town Center or Branch Avenue unless special approval from County Council is obtained.



FOOD TRUCK HUB COORDINATOR'S RESPONSIBILITIES

Licensing of Food Truck Hub

- Download application from the Department of Permitting, Inspections and Enforcement (DPIE) Website or pick up application from DPIE Licensing Center.
- Complete application and include the following:
 - Site layout showing all existing improvements on the property
 - ◆ Location of Food Truck Hub — 1/2 mile of Metro/MARC station or M-NCPPC Property. If another location, must receive approval of County Council.
 - ◆ Restroom facilities for participating vendors either on location or within the immediate area
 - ◆ Off-street parking areas and driveways, including traffic control patterns
 - ◆ Specific dimensions of the property to be occupied by the Food Truck Hub, including parking area
 - Letter of permission from the property owner, including a statement that parking is available for patrons
 - Letter of support from the municipality if Hub is located within municipality boundaries; OR,
 - Letter of support from the President/CEO of the Prince George's County Economic Development Corporation if not located within municipality boundaries
 - Schedule of specific operational days and hours beginning no earlier than 6:00 AM and ending not later than 9:00 PM
 - Number of mobile units on-site on a given day (*i.e.*, Monday — 10 units, Tuesday — 8 units, Wednesday — 10 units, etc.)



Duties

- Compile and provide to DPIE a comprehensive list of licensed vendors that comprise the specific Food Truck Hub to include each participating vendor's Tax Identification Number, County License, Health Department Certification and demonstrated proof that a participating vendor has no outstanding Notices of Violation.
- Report a change in vendor participation to DPIE through written communication within 24 hours before or after such change and include each new participating vendor's Tax Identification Number, County License, Health Department Certification and demonstrated proof that said vendor has no outstanding Notices of Violation.
- Report an unlicensed vendor to DPIE for appropriate enforcement action.
- Ensure that the Food Truck Hub remains free of trash by providing adequate trash receptacles, including recycling receptacles, and that said receptacles are emptied on a daily basis to prevent trash build-up, rodent infestation and other health-related concerns.
- Ensure that Food Truck Hub signage for the site is limited to one sign no larger than 4' x 6' and that no signage advertising the Food Truck Hub is installed elsewhere.

Violation and Revocation of Food Truck Hub License

- DPIE may immediately revoke the permit/license if the Food Truck Hub constitutes a nuisance due to noise, traffic, physical activity, public safety or for other good cause.
- Should the Coordinator fail to ensure the daily disposal of trash and prevent trash from being strewn throughout the immediate area of the Food Truck Hub, the Coordinator, as the Food Truck Hub representative, shall be subject to a citation that carries with it a fine of \$500 for the first offense, and a fine of \$1,000 for such subsequent citations.





Prince George's County
Department of Permitting, Inspections
and Enforcement
PERMITTING & LICENSING DIVISION
Business Licensing Center
9400 Peppercorn Place, 1st Floor
Largo, Maryland 20774
301.883.3840 ♦ FAX: 301.883.3875



**FOOD SERVICE FACILITIES — MOBILE UNITS —
FOOD TRUCK HUB(S) REQUIREMENTS CHECKLIST**

OFFICE
USE
ONLY

A Food Truck Hub Coordinator Must Submit:

- Completed application and checklist. Additional forms can be obtained from the Business Licensing Center or on DPIE's Website at <http://dpi.e.mygc.us>.
- Each license expires one year from the date of issuance unless renewed.
- Site plan showing all existing improvements on the property, restroom facilities for participating vendors either on location or within the immediate area, off-street parking areas and driveways (including traffic control patterns), and the specific area (include dimensions) of the property to be occupied by the Food Truck Hub.
- Letter from the property owner stating that parking is available for Food Truck Hub patrons if located within a parking lot.
- Letter of support from the municipality if the property to be occupied by the Food Truck Hub is located within the corporate boundaries of a municipality; or a letter of support from the Prince George's County Economic Development Corporation (EDC) if not located within a municipality. (Contact EDC at 301.583.4650.)
- Letter of permission from the property owner where the Food Truck Hub will be located with a copy of the existing site plan. If the Food Truck Hub is located on the public rights-of-way, a letter of permission is also required from both the municipality and the County, or the State, whichever is the property owner of record for the right(s)-of-way.
- List of licensed vendors that comprise a specific Food Truck Hub to include each participating vendor's Tax Identification Number, County license, Health Department certification and demonstrated proof that a participating vendor has no outstanding notices of violation.



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APPLICATION FOR FOOD TRUCK HUB LICENSE

Please print clearly.

SECTION A — FOOD TRUCK HUB COORDINATOR IDENTIFICATION

Coordinator's Name: _____

Coordinator's Address: _____

Street

City

State

ZIP Code

Coordinator's Telephone #(s): _____

E-mail: _____

SECTION B — FOOD TRUCK HUB LOCATION

Food Truck Hub Name: _____

Location of Food Truck Hub: _____

Street

City

State

ZIP Code

Business Telephone #(s): _____

Name of Property Owner: _____

Address of Property Owner: _____

Street

City

State

ZIP Code

Property Owner Telephone #(s): _____

E-mail: _____

SECTION B — FOOD TRUCK HUB

List the maximum number of mobile units that will be operating on a given day: _____

SECTION B — FOOD TRUCK HUB — *Continued*

Food Truck Hubs cannot open before 6:00 a.m. and must close by 9:00 p.m. Only vendors primarily selling freshly prepared foods or fresh fruits and vegetables may be allowed to participate in the Food Truck Hub.

List days and hours of operation for the Food Truck Hub:

Day of the Week	Hours
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

SECTION C — ATTESTATION

I, THE UNDERSIGNED, HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATTERS AND FACTS SET FORTH IN THE FOREGOING APPLICATION ARE TRUE TO THE BEST OF MY INFORMATION AND BELIEF.

Printed Name of Food Truck Hub Coordinator

Signature of Food Truck Hub Coordinator

Sworn to before me this _____ day of _____, 20_____.

SEAL

Notary Public