

FOOD TRUCK APPLICATION REQUIREMENTS

*Applications submitted before 12:00 p.m. on Tuesday will be discussed at an internal Development Review Committee (DRC) meeting on the following Tuesday.
First round of comments anticipated complete within 10-12 business days.*



SARATOGA
SPRINGS
PLANNING

Application Process

A Food Truck Permit may be applied for in accordance with [Chapter 19.05.10](#) of the Land Development Code (www.SaratogaSprings-UT.gov/landdevcode).

Disclaimer: Please consult current ordinances, including State and City codes, and other legal precedents for applicable law. This application will be subject to any and all valid laws in place at the time a complete application meeting all city ordinances is submitted with all application fees paid. Nothing in these materials provided shall modify or supersede any applicable legal requirements, principles, or doctrines.

STEP 1 – PREPARE APPLICATION

- Review relevant code.
- Review application checklist(s).
- Prepare application materials & plans.
- Mark included items on the application checklist(s).
- Obtain signatures on Acknowledgement & Certification page and any other required documents.

STEP 2 – APPLY

- Create an account or log in to your Cityworks Public Portal account at: cityworks.saratogasprings-ut.gov/publicaccess
- To review the Public Access Portal Guide, see www.SaratogaSprings-UT.gov/portalguide.
- To submit your application
 - a. Click **Create Application**.
 - b. Choose the **Planning** category.
 - c. Choose the Application type and read the Application Help that displays. This has information to help you verify that you have chosen the correct Application type and may include additional instructions.
 - d. Click **Begin Application** – add requested information. Note that the person listed as the Applicant will receive emailed invoices, status updates, and approval packets. Additional Applicants can be added if desired.
 - e. Upload **and label** required and supporting documents.
 - i. This application form & included checklist(s) are a **required upload** – label as Application Checklist(s).
 - ii. The signed Acknowledgement & Certification is a **required upload** – label as Acknowledgement & Certification. Find it at www.saratogasprings-ut.gov/certification.
 - iii. Upload and label any other supporting documents.
 - f. **Tips for completing your application:**
 - i. You can type in an address, a street or intersection, or choose the exact location on the map
 - ii. Red indicates a required field

- iii. When adding people, click “more” for additional required fields
- iv. After uploading documents, click “Label” and choose a label. Each required label must be used.

STEP 3 – COMPLETENESS REVIEW

- Relevant departments will review your application and materials for completeness.
- Comments on incomplete applications will be available via the portal.
- Upload additional/corrected documents via the portal as requested.
- Applications are not accepted until they are deemed complete.

STEP 4 – REVIEW

- The complete application will be routed for review the first business day it is deemed complete.
- The application is now under review. You can follow the review process via the portal.
- After being routed to City staff, most applications will receive a response via the portal within 10-12 business days.
- Reviews for large projects or those with complex circumstances may require additional time; in these instances, the City will notify the applicant of the extended review period.

STEP 5 – PREPARE RESUBMITTAL (as needed)

- Update your plans and/or documents to incorporate staff comments/redlines.
- If any staff comments have not been addressed, the resubmittal will not be accepted.
- To resubmit for review, upload updated documents via the portal.

STEP 6 - APPROVAL

- When your application is approved, your approval letter will be uploaded to Cityworks.

Questions on the application process? See the Cityworks Public Portal User Guide at www.saratogasprings-ut.gov/portalguide or contact us at 801.766.9793 x 155 or Planning@SaratogaSprings-UT.gov.

Questions about comments after staff review? Reach out to the planner – she or he is the project manager for your application. A comment review meeting (CRM) can be scheduled upon request.

Planning Checklist Items

Applicant	City Use Only	
		Check or initial the applicable boxes to indicate the items have been included. The application will not be accepted if the checklist is incomplete.
		1. Food Truck Name: _____
		2. This application with the applicant column of this checklist initialed by the applicant, uploaded with the label: <i>Application Checklist(s)</i> .
		3. Signatures of the applicant ONLY on the Acknowledgement & Certification page. Upload this document with the label: <i>Acknowledgement and Certification</i> .
		4. Items below labeled as: <i>Checklist Items</i> .
		a. Valid Business License
		b. Valid Fire Safety Inspection Certificate
		c. Valid Utah County Health Permit
		d. Site Plan, if operating at the same location more than 10 hours per week