

# HOW TO REQUEST DESIGNATION FOR NEW ON-STREET FOOD TRUCK LOCATIONS

FOR MORE INFORMATION ON THE CITY OF ATLANTA VENDING PROGRAM, VISIT [WWW.ATLANTAGA.GOV/VENDING](http://WWW.ATLANTAGA.GOV/VENDING)

The Department of City Planning (DCP) designates locations where permitted food trucks may operate in on-street parking areas within the public right-of-way.

If you or your organization is interested in having an existing on-street parking area designated for food truck operations during certain times and days of the week, please refer to the process below.



## A BRIEF NOTE:

This process only applies to the designation of food truck areas in the public, on-street, right-of-way—not on private property. For information on private property vending, view our [private property vending page](#).

## STEP 1: SUBMIT ONLINE FORM

Submit an online food truck location request form [here](#).

All proposed food truck areas in the public right-of-way must meet the requirements and criteria established in the City of Atlanta code [Section 30, Article XXIII](#), and must not conflict with other applicable governmental parking restrictions. Applicants are encouraged to review the criteria outlined in code before submitting a location request form.

Locations may not be adjacent to or within 200 feet of a single-family or two-family residentially zoned district; however, a location may be adjacent to a City of Atlanta park and/or MARTA rail stations regardless of zoning classification. To determine a potential location's zoning classification, visit <https://gis.atlantaga.gov/propinfo/> and enter the nearest street address.

Unless otherwise requested, each application will permit up to two trucks per location.

In your location request, you may submit letters of support from nearby business/property owners, community-based organization, and/or other relevant stakeholders. While not required, we encourage you to submit letters of support to show community support for the proposed food truck location.

## STEP 2: CITY REVIEWS REQUESTED LOCATION

Once a location request form is received, it will be reviewed on a rolling basis.

After review, the applicant will be provided with either:

- 1) a conditional approval,
- 2) a request for revisions and additional review, or
- 3) a denial of the location.

## STEP 3: NPU REVIEW

When the conditional approval is issued, the location will be submitted for review and comment to the Neighborhood Planning Unit (NPU) in which the proposed area is located.

All materials submitted in the location request form, including any letters of support, will be provided to the NPU.

## STEP 4: CITY APPROVES LOCATION

Following the NPU meeting, the Commissioner of the Department of City Planning will review all submitted materials and NPU comment before issuing a final approval or denial.

## STEP 5: SIGNAGE CONSTRUCTED

Upon final approval, parking signage will be installed to designate the new food truck location. Permitted food trucks must book the location through DCP's designated scheduling software before vending at the location.

