



Application Requirements

New Application

- ☐ **Required:** Completed Application Form with contact information.
- ☐ **Required:** Completed Site Plan *(see requirements below)*.
- ☐ **Required:** Completed Parking Worksheet.
- ☐ **Required:** A Letter of Authorization completed and signed by owner *(if applicant is not the property owner)*.
- ☐ **Required:** Fee for Temporary Use Permit for Mobile Food Vendor.

Renewal Application

- ☐ **Required:** Completed Application Form with contact information.
- ☐ **Required:** Fee for Temporary Use Permit Renewal for Mobile Food Vendor.
- ☐ **Required:** A Letter of Authorization completed and signed by property owner.
- ☐ **Optional:** Completed Site Plan *(only if there is a change to previously submitted site plan)*.
- ☐ **Optional:** Completed Parking Worksheet *(only if there are changes)*.

Mobile Food Vendor Site Plan Requirements

- ☐ Provide business name and address.
- ☐ Clearly show the location of the Mobile Food Vendor including:
 - traffic cones;
 - tables;
 - stands;
 - generators;
 - tents.
- ☐ Clearly indicate the size of the mobile food vendor operation.
- ☐ Clearly indicate:
 - queuing lineups;
 - waiting lineups;
 - signage location(s) and size.
- ☐ Identify and label site features such as:
 - parking stalls;
 - drive-aisles;
 - loading bays;
 - vehicle access/egress;
 - location of the building;
 - pedestrian pathways, walkways;
 - landscaping or fencing.