

Zoning Compliance Permit for Food Truck/Trailer – Vendor Application

(One form per property; one form per vendor)

THIS PERMIT IS VALID UNTIL JUNE 30th

Check if this is a renewal of application of previous year. Check if any changes since last year.

Property, Owner, and Applicant Information

Applicant Information

Name, address, and contact information of food truck/trailer vendor, including telephone number and email address

Name of food truck/trailer business _____

Name, address, and contact information of owner(s) of commissary restaurant associated with the food truck, including telephone number and email address _____

County in which commissary restaurant is located _____

County Health Department contact information _____

Property and Property Owner Information

Address of proposed vending location _____

Current principal use of the property _____

If applicable, name of the planned development – mixed use _____

Name of the existing business(es) on the property _____

Zoning district of proposed vending location (TC-1, TC-2, TC-3, NC, CC, or PD-MU)

If in TC district, operating days/ hours of existing business on the property _____

If in TC district, proposed days/hours of food truck vending _____

Name, address, and contact information of property owner(s), including telephone number and email address _____

Name, address, and contact information of owner(s) of business(es) operating on this property, including telephone number and email address _____

Site Plan must include:

- a. Vehicle access points/driveways
- b. Vehicle access/circulation areas, including vehicle drive aisles
- c. Parking spaces
- d. Proposed location of food truck and trash receptacle
- e. Location of fire lanes, fire hose connection points, and fire hydrants
- f. Maintaining a 15' from fire hydrants ____, driveway entrances ____, landscaping ____, sight triangles ____, alleys ____, handicap parking spaces/ramps ____, tree trunks ____.
- g. Location of customer entrances of on-site and off-site restaurants (food truck must be at least 100 feet away from restaurant entrance unless waiver granted by owner of property on which the restaurant is located)

Staff determination that vending area of site has sufficient emergency access

_____ (Fire Department staff initial and date)

(Food Truck/Trailer **Vendor** Application Continued)

Other Plans Required

If lighting is proposed, lighting plan demonstrating compliance with 5.11 of the Land Use Management Ordinance
If generator proposed, decibel level for which it is rated: _____(for compliance with Noise Ordinance in Town Code)
If signage proposed, sign plan. (Sign permanently attached to vehicle okay. Portable menu sign of no more than 6 s.f. also allowed.)

Documents/Other

- Photos (aerial and/or ground level) showing truck/trailer location would comply with location requirements within the lot.
- Copy of trailer or vehicle current registration with the state Division of Motor Vehicles.
- Copy of affidavit attesting that fire extinguisher of minimum Class 2A, 10B, and C grade will be kept on the truck. If deep frying proposed, a Class K fire extinguisher must also be kept on the truck/trailer.
- Copy of documents demonstrating approval of the food truck by the county health department (county in which the commissary restaurant is located).
- Receipt for annual Town of Chapel Hill Zoning Compliance Fee \$118 & Code Administration Fee \$600 = **\$718** (Fee only \$118 if vendor has already paid code administration fee of \$600 for this fiscal year for the same truck/trailer)

Acknowledgements and Signature of Vendor

- ___ No temporary potable water connections.
- ___ No dumping of grease or grey water into storm sewers, dumpsters.
- ___ Grease to be disposed of properly at commissary restaurant location.

Signature of food truck vendor _____(date)_____

Permission, Waivers, and Signatures of Owner of Property where vending will occur (property owner to check all that apply and sign below)

- ___ Property owner grants permission for this vendor 's food truck vending as an accessory use of the property at _____(address)
- ___ (Town Center districts only) Property owner grants waiver for use of on-site parking area during hours of operation of other businesses on the site.

REQUIRED: Signature of owner of property where food vending is proposed:

_____ (name and date)

Permission, Waiver, and Signature of Owner of Property with nearby off-site restaurant

Property owner of nearby restaurant (if off-site)_____ (restaurant name and address) grants waiver from 100' distance between food truck and restaurant entrance during restaurant's hours of operation.

Signature of owner of property where off-site restaurant is located:

_____ (name and date)

Information Sources:

Town of Chapel Hill Website: Visit www.townofchapelhill.org for general information; visit www.townofchapelhill.org/foodtrucks, a special section on food trucks, and links to food truck regulations in the Land Use Management Ordinance and Town Code; visit <http://gis.townofchapelhill.org/public/> for zoning districts, PIN #s, and to create your site plans.

Chapel Hill Planning Department: 919-968-5066 or planning@townofchapelhill.org

Chapel Hill Inspections Division: 919-968-2718 **Chapel Hill Fire Department:** 919-968-2781

Chatham County Health Department: www.chathamnc.org

Durham County Health Department: www.co.durham.nc.us

Orange County Health Department: <http://www.co.orange.nc.us/envhlth/inspections/MobileFoodUnits.asp>
or call 919-245-2360

For checking the status of a particular vendor's health permits: www.public.cdpehs.com/NCENVPBL/ESTABL

Person County Health Department: <http://health.personcounty.net>

Wake County Health Department: www.wakegov.com/humanservices