



MOBILE FOOD VEHICLE PERMIT APPLICATION

Address of the property where the Mobile Food Vehicle will be stationed: _____

Sponsoring Business Information:

Sponsoring Business Name: _____

Contact Name: _____

Mailing Address: _____ City: _____ State: _____ Zip Code: _____

Phone #: _____ Email: _____ Cell #: _____

Village of New Lenox Business Registration Number: _____

Mobile Food Vendor Information:

Mobile Food Vendor Name: _____

Mobile Food Vehicle/Company Name: _____

Mailing Address: _____ City: _____ State: _____ Zip Code: _____

Phone #: _____ Email: _____ Cell #: _____

Village of New Lenox Mobile Food Vendor Registration Number: _____

Property Owner Information:

Name: _____

Mailing Address: _____ City: _____ State: _____ Zip Code: _____

Phone #: _____ Email: _____ Cell #: _____

Site Information:

Site Address or Location: _____ Property ID # (PIN): _____

Existing Land Use: _____ Current Zoning: _____

Date(s) that the Mobile Food Vehicle will be at this address:** _____

Hours: from _____ to _____

** The Sponsoring Business is permitted to submit and pay for one (1) Mobile Food Vehicle Permit for multiple dates for the same Mobile Food Vehicle to operate at the location. Although processed as one Mobile Food Vehicle Permit, each individual date will count towards the maximum of fifteen (15) Mobile Food Vehicle Permits per calendar year permitted for the Mobile Food Vendor. In instances where the Sponsoring Business and Mobile Food Vendor have an on-going arrangement, the Sponsoring Business may apply for a maximum of fifty (50) dates under a single Mobile Food Vehicle Permit for the same Mobile Food Vehicle at the same location. Please list each date and hours of operation below:

Dates:

Hours:

Signature of Sponsoring Business: _____

Date: _____

Checklist of Required Mobile Food Vehicle Permit Items to be Attached to Application

- One (1) original completed “Mobile Food Vehicle Permit Application” form and 1 copy.
- Two (2) copies of a site plan of the subject property where the Mobile Food Vehicle will be located, clearly depicting the following items:
 - Property boundaries of the parcel on which the Mobile Food Vehicle will be operating;
 - Footprint and dimensions of all existing and proposed buildings and structures on the property;
 - All curb cuts, drive aisles and parking spaces on the property;
 - Proposed location of the Mobile Food Vehicle, including the number of parking spaces that would be occupied by the Mobile Food Vehicle and related activities; and
 - Description of all proposed lighting, signage, trash receptacles, other equipment, and other activities associated with the Mobile Food Vehicle.
- Written permission signed by the property owner (see attached Affidavit of Owner’s Consent).
- If the Mobile Food Vehicle is proposed to be located on a property that is within two hundred fifty (250) feet of a property containing an existing restaurant(s), written permission from the proprietor of the restaurant(s) must be provided (see attached Affidavit of Consent).
- Certificate of General Liability Insurance from the Sponsoring Business in the amount of one million dollars (\$1,000,000.00) and listing the Village of New Lenox as additionally insured. No cancellation or reduction in coverage may occur during the effective period of the Mobile Food Vehicle Permit.
- Payment of the \$25 Mobile Food Vehicle Permit Fee (check made payable to the Village of New Lenox).



Affidavit of Owner’s Consent Mobile Food Vehicle

I, _____, being the owner of record of property located at _____, New Lenox, Illinois, hereby grant permission to _____ (Sponsoring Business) to file an application for a Mobile Food Vehicle Permit with the Village of New Lenox Community Development Department for _____ (Mobile Food Vendor) to be located on the subject property on the date of _____ during the time from _____ to _____ (if additional dates and times are known per an on-going arrangement, please attach additional sheets).

As property owner, I am aware of the following requirements for a Mobile Food Vehicle pursuant to Village of New Lenox Ordinance # 2871:

- A Mobile Food Vehicle shall not be parked within 100 feet of a residential district or property recommended for residential use in the Village’s Comprehensive Plan unless the Mobile Food Vehicle is operating on private property in such residential district for a private event and no items are offered for sale to the general public not associated with and/or participating in the event.
- A Mobile Food Vehicle shall not be located on property that is less than 250 feet from a property containing a restaurant unless written consent by the proprietor of such restaurant is provided with the Mobile Food Vehicle Permit application.
- A Mobile Food Vehicle shall be parked on an improved surface.
- A Mobile Food Vehicle shall not be located within any required setback of the underlying zoning district.
- The Mobile Food Vehicle shall not be located within a handicap accessible parking space or any parking space required for the permanent / primary uses(s) of the property.
- The Mobile Food Vehicle shall not be located or operated in such a manner that it interferes with vehicle or pedestrian visibility, traffic flow, emergency vehicle access or pedestrian circulation.
- The Mobile Food Vehicle shall be located a minimum of fifteen (15) feet from all fire hydrants and fire department connections.

I understand that in addition to the applicant, as the property owner, I am also responsible for: a) ensuring the requirements of Village of New Lenox Ordinance # 2871 are met; b) curing the violation of any provision of Ordinance # 2871, and c) payment of any fines and costs of abatement.

Signature of Property Owner: _____ Date: _____



Affidavit of Consent from Restaurant within 250 Feet of Property

I, _____, being the proprietor of _____
(name of restaurant)

located at _____, New Lenox, Illinois, hereby consent that
(address of restaurant)

_____ may operate a Mobile Food Vehicle located
(Mobile Food Vendor)

at _____ on the date of _____
(property on which the Mobile Food Vehicle will be located)

during the time from _____ to _____ (if additional dates and times are
known per an on-going arrangement, please attach additional sheets).

Signature of Restaurant Proprietor: _____ Date: _____



MOBILE FOOD VENDOR AND MOBILE FOOD VEHICLE STANDARDS FOR OPERATION

All Mobile Food Vendors and Mobile Food Vehicles shall at all times be in compliance with the following standards and provisions of Village of New Lenox Ordinance # 2871, as may be amended from time to time:

- No Mobile Food Vehicle shall receive more than fifteen (15) Mobile Food Vehicle Permits per calendar year except for a Mobile Food Vehicle that operates at the same location under a single Mobile Food Vehicle Permit, in which case the number of dates shall not exceed fifty (50) per calendar year.
- A copy of the approved Mobile Food Vehicle Permit shall be clearly displayed on the Mobile Food Vehicle at all times when operating in the Village.
- The Mobile Food Vehicle shall not be parked within 100 feet of a residential district or property recommended for residential use in the Village's Comprehensive Plan unless the Mobile Food Vehicle is operating on private property in such residential district for a private event where no items are offered for sale to the general public not associated with and/or participating in the event.
- The Mobile Food Vehicle shall not be located on property that is less than 250 feet from a property containing a restaurant unless written consent by the proprietor of such restaurant is provided with the Mobile Food Vehicle Permit application.
- Hours of operation shall be noted on the Mobile Food Vehicle Permit, and cannot extend beyond 9 a.m. to 9 p.m. in all residential zoning districts and 7 a.m. to 10 p.m. in all non-residential zoning districts.
- The Mobile Food Vehicle shall be parked on an improved surface.
- The Mobile Food Vehicle shall not be located within any required setback of the underlying zoning district.
- The Mobile Food Vehicle shall not be located within a handicap accessible parking space or any parking space required for the permanent / primary uses(s) of the property.
- The Mobile Food Vehicle shall not be located or operated in such a manner that it interferes with vehicle or pedestrian visibility, traffic flow, emergency vehicle access or pedestrian circulation.
- The Mobile Food Vehicle shall be located a minimum of fifteen (15) feet from all fire hydrants and fire department connections.
- The Mobile Food Vehicle shall be permitted one (1) freestanding sandwich panel sign not exceeding four (4) feet in height and six (6) square feet in area.
- Drive-through service shall be prohibited.
- The Mobile Food Vendor shall provide a self-enclosing trash receptacle appropriately sized to handle the trash generated from the Mobile Food Vehicle operations. The Mobile Food Vendor shall at all times keep the area clean and free of litter, garbage and debris. No waste, liquids, litter or garbage shall be dumped onto sidewalks, gutters, storm drainage inlets or streets.
- Tables, chairs, tents, fences, and barricades are prohibited.
- Use of speakers shall be prohibited.
- Connection to Village water and sewer is prohibited. Any connection to a source of electricity shall comply with Village requirements.
- Mobile Food Vehicles shall not be permitted to park on public streets unless authorized by the Village.
- Mobile Food Vendors are prohibited from passing through the Village in search of customers and shall not verbally solicit business from pedestrians or persons in vehicles.