



MOBILE FOOD VENDOR REGISTRATION

First Time Registration

Renewal

Mobile Food Vendor Information:

Vendor Name: _____
Relationship to the Mobile Food Vehicle: _____
Mailing Address: _____ City: _____ State: _____ Zip Code: _____
Phone #: _____ Email: _____ Cell #: _____
State of Illinois Sales Tax Registration # _____ (four digits – four digits; *example: 1111-1111*)

Emergency Contact (Owner or another Responsible Person):

Name: _____
Relationship to the Mobile Food Vehicle: _____
Mailing Address: _____ City: _____ State: _____ Zip Code: _____
Phone #: _____ Email: _____ Cell #: _____

Name of Mobile Food Vehicle: _____

Detailed Description of Mobile Food Vehicle (include Mobile Food Vehicle year, make and model and attach photo of Mobile Food Vehicle): _____

Mobile Food Vehicle Identification Number (VIN): _____

Description of the types of items to be sold from the Mobile Food Vehicle: _____

Checklist of Required Mobile Food Vendor Items to be Attached to Application

- Photo of the Mobile Food Vehicle.
- Copy of Vehicle Insurance and Registration for the Mobile Food Vehicle.
- Valid copy of the operating permit issued by the Will County Health Department for the Mobile Food Vehicle.
- Copy of the current State of Illinois Sales Tax Registration.
- Certificate of General Liability Insurance 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 Vendor Registration.
- Payment of the \$50 Mobile Food Vendor Registration Fee or payment of the \$25 Mobile Food Vendor Registration Renewal Fee (check made payable to the Village of New Lenox).

Signature of Applicant: _____

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.