



City of Circleville

Department of Public Service
City Administration Building
104 East Franklin Street
Circleville, OH 43113
740-477-8224
www.circlevilleoh.gov

Permit #: \_\_\_\_\_
City License #: \_\_\_\_\_
Date: \_\_\_\_\_

Application for Food Truck Right-of-Way Permit

A drawing showing which street and parking space the food truck will be located must be submitted with this application.

Applicant or Owner Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Applicant/Owner E-mail: \_\_\_\_\_

Applicant/Owner Address: \_\_\_\_\_

Name of Food Truck: \_\_\_\_\_ License Plate #: \_\_\_\_\_

Proposed Location: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_ Dates: \_\_\_\_\_

Truck Size (dimensions): \_\_\_\_\_ Number of Parking Spots Occupied: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

----- Do not fill below line -----

Fee Collected: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

[ ] Cash [ ] Credit Card #: \_\_\_\_\_

[ ] Check #: \_\_\_\_\_ Exp: \_\_\_\_/\_\_\_\_ Security Code: \_\_\_\_\_ ZIP: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

[ ] Approved [ ] Denied By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

## Right-of-Way Permit Requirements

- Must obtain a license from the City of Circleville before applying for a permit
- Minimum of 25 feet from any fire hydrant
- Cannot occupy a handicap parking space
- Cannot conduct business in such a way as would restrict or interfere with the ingress or egress of an abutting property, interfere with pedestrian traffic, create or become a public nuisance, increase traffic congestion or delay, constitute a hazard to traffic, life or property, or obstruct adequate access to fire, police, or sanitary vehicles.
- Stop, stand, park or conduct business at one location outside of the times designated by the Food Truck Zoning Permit:
  - If within 500 Feet of residential district: 10:30 am – 3:30 pm
  - Otherwise: 6:00 am – 7:00 pm Sunday – Thursday, 7:00 am – 11:00 pm Friday - Saturday
- ROW permits may not be issued for more than three eight-hour periods within a seven consecutive day period.
- Food Trucks/Trailers shall be lit with existing and available street lighting. No additional exterior lighting shall be permitted. Lighting inside the Food Truck/Trailer for the purpose of inside food preparation and menu illumination may be permitted. There shall be no light trespass or additional glare onto adjacent properties. Flashing lights shall be prohibited.
- No signs shall be permitted except signs directly painted or applied directly onto the Food Truck/Trailer shall be permitted.
- The selling of alcohol shall be prohibited.
- Trash must be removed daily from the site.
- All equipment and storage associated with and required for the operations of the Food Truck/Trailer, except for the trash receptacles required in this Section, shall be located on or within the Food Truck/Trailer. This includes any generators.
- There shall be no furniture, umbrellas or other objects outside of the Food Truck/Trailer.
- The Food Truck/Trailer shall have on-site, self-contained water, sewer and electrical services (i.e., water and wastewater holding tanks; generators, etc.). Such services shall be located in a manner that does not create a safety hazard to employees, patrons, or pedestrians. Connection to the city's water and sewer systems is prohibited. Water and wastewater must be disposed of daily and in accordance with local health department requirements and any other applicable governmental agency regulations. It shall be prohibited to dump waste products onto the ground or into the storm and/or sanitary sewer systems.
- There shall not be obstruction or interference with the free flow of pedestrian or vehicular traffic, including but not limited to or from any business, public building, the remainder of the parking area or adjacent public right-of-way.
- There shall be no restriction of the visibility area sight distance at any driveway or intersection.
- The Food Truck/Trailer may only operate in the location approved on the site plan for the Right-of-Way Permit and may not be moved to any other location on the property or to a different property within the City without first receiving a new permit.
- Each Food Truck/Trailer shall have a minimum 36 X 9-foot area (take up approximately 2 parallel parking spaces).

**Please acknowledge that you have read and understand the above:**

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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Date Issued: \_\_\_\_\_

## ROW Permit Application Checklist

Location of Food Truck: \_\_\_\_\_ District: \_\_\_\_\_

- Valid Food Truck License with the City of Circleville
- All application information filled out in full
- One paper and one electronic copy of the application submitted to the City of Circleville.
- Plans and/or drawing to approximate scale showing the following:
  - A. The dimensions of the truck.
  - B. Distance from any fire hydrant.
  - C. The dimensions and number of existing and proposed parking spaces.
  - D. Existing ingress/egress locations (must be outside of any sight triangle if near an intersection).
  - E. Adequate distance from any residential district.
  - E. Proof of adequate street lighting for the hours of operation listed in the application.
  
  - G. Proof of proper location of equipment and storage for the Food Truck (must be on or within truck/trailer).
  
  - I. Location of all self-contained water, sewer and electrical services, including plans for wastewater disposal.
  
  - J. Evidence that the Food Truck/Trailer will not interfere with pedestrian or vehicular traffic
  
  - E. Any other information as determined by the Zoning Inspector to determine compliance with this Ordinance.
- Paid application fee