



City of Circleville

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

Permit #: _____

Date: _____

Application for Food Truck Zoning Permit

A scaled site plan (drawing) showing all property lines, existing structures, and the food truck with dimensions **must be submitted with application**. All distances between the food truck, property lines and other structures must be labeled.

Applicant Name: _____ Phone #: _____

Applicant E-mail: _____

Property Address: _____ Parcel #: _____

Property Owner: _____ Phone #: _____

Food Truck License #: _____ Zoning District: _____

Name of Food Truck: _____

Hours of Operation: _____ Dates: _____

Truck size: _____ Lot Area: _____

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:

Section 1145.11(c) - All Food Trucks/Trailers when located on private property must comply with the following regulations:

1. Food Trucks/Trailers shall be lit with existing and available site 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.
2. No signs shall be permitted except as follows:
 - A. Signs directly painted or applied directly onto the Food Truck/Trailer shall be permitted.
 - B. One small temporary sign that does not exceed eight (8) square feet.
3. The selling of alcohol shall be prohibited.
4. There shall be one (1) trash receptacle for use by patrons and placed a convenient location that does not impede pedestrian or vehicular traffic. Trash must be removed daily from the site.
5. The Food Truck/Trailer shall be located on a level parking lot that is entirely paved with asphalt material, cement, cobblestone, or brick pavers in order to enhance the safety of pedestrians and patrons.
6. There shall be ample parking, as determined by the Zoning Inspector, to serve the Food Truck/Trailer.
7. 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.
8. There shall be no furniture, umbrellas or other objects outside of the Food Truck/Trailer. Any proposed furniture or umbrellas shall be subject to the outdoor dining standards of the applicable district in addition to these regulations.
9. The Food Truck/Trailer shall have on-site, self contained water, sewer and electrical services (i.e. water and waste water 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.
10. When a Food Truck/Trailer is proposed to be located within hundred (500) feet of an existing single family dwelling unit, operations of said Food Truck/Trailer are limited to 10:30 a.m. to 3:30 p.m. daily. The operations of Food Trucks/Trailers in all other locations shall be limited to 6 a.m. and 9 p.m. Sunday – Thursday and 7 a.m. – 11 p.m. Friday and Saturday.
11. 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.
12. There shall be no restriction of the visibility area sight distance at any driveway or intersection.
13. The Food Truck/Trailer may only operate in the location approved on the site plan for the Zoning 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 Zoning Permit. Furthermore, the Food Truck/Trailer shall be permitted to operate on any properly zoned property within the City of Circleville for three (3) consecutive calendar days within any seven (7) consecutive calendar days.
14. Each Food Truck/Trailer shall have a minimum 35 X 15-foot area. Any Food Truck/Trailer that exceeds 27 feet in length shall have a minimum 70 X 15 feet area. In no case shall the combined area of all Food Trucks/Trailers permitted on one lot exceed twenty-five percent of the lot area.
15. The applicant, if not the owner of the property, shall provide written permission from the property owner to utilize the property for a Food Truck/Trailer.

Section 1145.11(e) – Permit – If the Food Truck/Trailer is proposed to be located within a zoning district where such use is listed as permitted and the Food Truck/Trailer complies with all of the above standards, the Zoning Inspector shall issue a permit for said Food Truck/Trailer, provided said permit is valid for no more than three (3) consecutive calendar days within seven (7) consecutive calendar days. The Food/Truck Trailer will be limited to the location approved on the zoning permit and said Food Truck/Trailer shall be removed from the premises at the end of the permit period.

Please acknowledge that you have read and understand the above:

Applicant Signature: _____

Date: _____

Checklist for Food Truck Permit

- 1. Property Owner Information (Name, phone number)
- 2. Valid Food Truck License with the City of Circleville
- 3. Property Address and Parcel Number
- 4. Name of Food Truck
- 5. Property Owner's Authorization Letter
- 6. Dates
- 7. Times of Operation
- 8. Lot Area
- 9. Truck/Trailer Size

Application is: Complete Incomplete

Reviewed by: _____

Date: _____