

Received:

(Office Use)



City of New Carlisle, Planning Department  
331 South Church Street, New Carlisle, Ohio 45344  
Phone: (937.845.9492), [planning@newcarlisle.net](mailto:planning@newcarlisle.net)

Permit No. \_\_\_\_\_

\_\_\_\_\_  
Authorized City Signature  
(Office Use)

**APPLICATION FOR  
TEMPORARY FOOD VENDOR ZONING PERMIT**

**\$50**  
Application Fee

**APPLICANT INFORMATION** (REQUIRED)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant Home Address: \_\_\_\_\_

**PERMIT LOCATION INFORMATION** (REQUIRED)

Temporary Business Name: \_\_\_\_\_

Permit Location Address: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Temporary Business Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Number of Parking Spaces (if available): \_\_\_\_\_ Number of Employees: \_\_\_\_\_

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

Owner of Property: \_\_\_\_\_ Owner Phone: \_\_\_\_\_

Name of Business Property is Located: \_\_\_\_\_

**REQUIRED DOCUMENTS, REGULATIONS AND SIGNATURE ON SECOND PAGE**

**APPLICATION FOR  
TEMPORARY FOOD VENDOR ZONING PERMIT  
(CONTINUED)**

**SITE PLAN (REQUIRED)**

A Site Plan is required to be submitted along with this application and must include the following;

- Site drawing showing the following;
  - Property lines
  - All existing structures including primary buildings and any accessory structures
  - Where the Temporary Food Truck/Trailer will be located
  - All utility connections: Gas/Water/Electric/Sewer
  - Parking lots indicating entrances and exits

**PROPERTY OWNER (REQUIRED)**

Written permission from property owner, stating that approval has been given to occupy the above noted location for Temporary Food Sales.

**Food Vendor's License (REQUIRED)**

Proof of a current Food Vendor's License issued by the Clark County Combined Health District shall be included with this application.

**CITY INCOME TAX (REQUIRED)**

All City business and taxation regulations including earned income tax shall apply to such temporary use. City income tax filings and payments must be current and certified by the City's Tax Administrator, prior to the issuance of any Temporary Permit.

**SIGNAGE**

Any signage may only be permitted attached to the Temporary Truck/Trailer. No signage is permitted on other structures, buildings or located in the Right of Way or Sidewalks.

**CITY ORDINANCE**

City Ordinance 1286.02, related to Temporary Food Vendor, can be found at the City's Website @ [www.newcarlisle.net](http://www.newcarlisle.net)

*THE PROPERTY OWNER(S) AND BUSINESS OWNER(S) CERTIFIES THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND ACCURATE TO THE BEST OF THEIR KNOWLEDGE AND AGREES TO COMPLY WITH ALL CITY OF NEW CARLISLE, OHIO ORDINANCES AND ZONING REGULATIONS.*

**APPLICATION FEE: \$50**

**APPLICANT'S SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(Office Use Only)*

PERMITTED USE IN DISTRICT: YES / NO

CONDITIONAL USE PERMIT REQUIRED: YES / NO

CONDITIONS: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

*(City Staff)*

DATE: \_\_\_\_\_