

# APPLICATION SUBMITTAL REQUIREMENTS

## Temporary Use Permit for Mobile Food Units (CDD Ministerial Decision)

The following information must be submitted with a City of Newport application for a temporary use permit for mobile food units:

- Site plan, drawn to scale, showing:
  - (a) North arrow, scale, property lines, existing buildings, existing parking, access(es) to parking areas.
  - (b) The proposed location of temporary structures, mobile food units, seating areas and amenities.
  - (c) Any other structures associated with the use.
  - (d) The location and size of trash receptacles.
  - (e) Utilities.
  - (f) Existing signs, and signs associated with the use.
  - (g) Building elevations for any permanent structures, and photos of proposed temporary structures or mobile food units.
  - (h) The location of an accessible restroom with handwashing facilities, if provided on-site. (Note: Such facilities must be within 500-feet of mobile food units if the mobile food units are parked for more than two (2) hours or customer seating is provided).
- Written consent from the property owner to operate a mobile food unit, or units, on the premises.
- If required restroom and/or handwashing facilities are located off premises, written authorization is obtained from the owner granting the mobile food unit operator and customers the right to use the facilities.
- A description of the types of items sold or services rendered.
- A signed agreement stating that the applicant is aware of the limitations and conditions attached to the granting of the permit and agrees to abide by such limitations and conditions.
- A valid copy of all necessary permits required by State or local health authorities, and other required licenses or permits, such as a business license or sign permit obtained by the applicant and maintained on site.
- Fee of \$46.00