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

10/6/2021