



**Temporary Use -
Food Truck Permit**

Application

\$50.00 Application Fee

Applicant Information					
Business Name:					
Vending Site Address:					
Applicant Name:					
Applicant Phone:		Applicant E-mail:			
Property Owner Name:	<input type="checkbox"/> Same as above				
Property Owner Address:	<input type="checkbox"/> Same as above				
City:		State:		Zip:	
Property Owner Phone:		Property Owner Email:			
<i>If the applicant is not the site property owner, the property owner must provide written allowance of the requested use. This allowance may be in the form of a letter of permission or a signature on the permit application.</i>					
Use Information					
Food Items Served:					
Date Range Requested:	From ___/___/___ To ___/___/___	Hours of Operation	___:___ a.m. / p.m.	To	___:___ a.m. / p.m.
Please check if requesting placement:	<input type="checkbox"/> Tent <input type="checkbox"/> Canopy <input type="checkbox"/> Tables/ Chairs				
	<i>Only allowed if operating outside of the public right-of-way. Placement must be shown on site plan.</i>				
✓ Submittal Requirements					
	Site Plan – one copy showing a layout of the site – must show size, location, and orientation of truck and other equipment in relation to street and adjacent properties, location of waste collection receptacles, where customers will queue and be served;				
	Letter or copy of contract allowing use of lot (if not owned by applicant); or, owner signature below;				
	Documentation of regulatory approval as a retail food establishment by the Weld County Department of Health and Environment or Tri-County Health Department Inspection Report (if in Adams County);				
	Copy of Colorado-issued sales tax license;				
	Written authorization from homeowners’ association (if applicable).				
✓ Affirmation Statement/Signature	<i>By my signature affixed hereto, I understand that:</i>				
<i>Food trucks in all zoning districts are allowed with approval of a Temporary Use – Food Truck Permit for a period of 60 days, with one extension of 60 days permitted on each application upon review by the Town Clerk or designee. This application is being submitted with the understanding that food truck operations will be conducted in accordance with all applicable laws of the State of Colorado, and/or other requirements imposed by the Lochbuie Board of Trustees and that all information submitted is true, correct, and complete. The applicant agrees he/she has read and will comply with all of the terms, conditions, and stipulations of this permit, and all other applicable laws, and understands that failure to comply will result in immediate revocation of this permit.</i>					

Signature

Printed Name

Title

Date

TOWN OF LOCHBUIE USE ONLY (DEPARTMENT REVIEW)

POLICE DEPARTMENT

Approved - Yes No

Comments:

Signature:

Date:

PUBLIC WORKS DEPARTMENT

Approved - Yes No

Comments:

Signature:

Date:

PLANNING DEPARTMENT

Approved - Yes No

Comments:

Signature:

Date:

TOWN CLERK

Approved - Yes No

Comments:

Signature:

Date: