



TEMPORARY MOBILE FOOD VENDOR PILOT PROGRAM APPLICATION

Fee: \$50

This Temporary Mobile Food Vendor Application is subject to the regulations adopted by City Council on May 15, 2023.

This permit is issued subject to continued compliance with all requirements and conditions of the Zoning Ordinance, noise regulations, parking regulations, and other regulations enacted by the City of Charles Town in effect at the time of issuance of the permit, and **shall be revoked for noncompliance**. The permit fee is non-refundable.

Please include in your application:

- Map showing the location(s) where you intend to set up.
- City of Charles Town Business License
- Proof of Approval from the Jefferson County Health Department.

Parking in designated public street parking is a first-come, first-serve basis. Public parking spaces are not reserved for individual food vendors. **This permit is not a parking pass.** Vendors which occupy multiple public parking spaces must pay for all occupied spaces.

1. APPLICANT'S NAME* _____

Address: _____

Telephone Number (____) _____ Fax Number (____) _____

Email Address _____

2. PROPERTY OWNER'S NAME _____

Address: _____

Telephone Number (____) _____ Fax Number (____) _____

Email Address _____

3. LEGAL DESCRIPTION OF THE SUBJECT PROPERTY (If stationed on private property. List all parcels that apply)

Property Address: _____

Tax Map # and Parcel if no property has no address:

4. DETAILS

A. How will you provide electric power to your business?

B. If using a generator, what is the maximum noise generated?

C. How will you dispose of waste created in the food preparation process?

D. What are your proposed hours of operation?

5. DATES OF OPERATION – SELECT ALL DATES YOU WISH TO OPERATE

Mobile food vendors shall only operate during specified hours of **7am to 8pm**, and only on the following specified days:

Tuesday, June 6, 2023

Wednesday, June 7, 2023

Monday, July 3, 2023

Wednesday, July 5, 2023

Thursday, August 3, 2023

Friday, August 4, 2023

Friday, September 15, 2023

Saturday, September 16, 2023*

Sunday, October 1, 2023

Monday, October 2, 2023

*No Mobile Food Vendors will be allowed on the 100 Block of S. Samuel St from 7:00am-12:00pm on Saturday, September 16, 2023, due to the regularly scheduled Charles Town Farmers Market.

For location requirements, please see page 6 of this application packet.

6. CERTIFICATION

I certify that, to the best of my knowledge, the submitted information and statements are true and correct. I also certify that I have received and read the full regulations included in this application packet pages 5-7.

Signature of Applicant

_____ Date _____

Signature of Owner(s) (If different than Applicant)

_____ Date _____

Please submit an original completed petition to the following by email or paper copy:

Zoning Administrator
City of Charles Town
101 E. Washington Street
Charles Town, WV 25414

FOR CITY USE ONLY

Application Number: _____ Date Application Received: _____

Fee: \$ _____ Paid: \$ _____ Check No. _____

Receipt No. _____

Application must include:

-Map of proposed location ____

-Business License ____

-Jefferson CO. Health Dept. approval ____

Zoning Administrator Approval: _____ Date: _____

Comments: _____

1. General Guidelines

a. Mobile food vendors shall only operate during specified hours of 7am to 8pm, and only on the following specified days:

Tuesday, June 6, 2023

Wednesday, June 7, 2023

Monday, July 3, 2023

Wednesday, July 5, 2023

Thursday, August 3, 2023

Friday, August 4, 2023

Friday, September 15, 2023

Saturday, September 16, 2023*

Sunday, October 1, 2023

Monday, October 2, 2023

Mobile Food Vendors are permitted to operate at different hours and days, subject to approval of a Special Activity Permit. *No Mobile Food Vendors will be allowed on the 100 Block of S. Samuel St from 7:00am-12:00pm on Saturday, September 16, 2023, due to the regularly scheduled Charles Town Farmers Market.

b. Only food and non-alcoholic drinks may be sold by the Mobile Food Vendor.

c. In order to operate in the City of Charles Town, Mobile Food Vendors:

(1) Shall obtain all applicable health department and State Fire Marshal permit(s) before applying for a City Business License and a Temporary Mobile Food Vendor Pilot Program License.

(2) May not operate until all approvals are obtained through the City of Charles Town.

(3) Shall keep their Health Permit and Business License in plain sight.

d. Mobile Food Vendors are not permitted to set up seating, tents, or other items in such a manner as to negatively impact public safety. Sidewalks, handicap parking spaces, access ramps and stairs, and building entrances and exits, may not be blocked or have access impaired by a mobile food vendor.

e. Any electricity generators required for mobile food vendors located in the public right-of-way or in a parking lot of the city's parks shall be self-contained and self-provided. Vendors shall not draw on public utilities from a public source. No utility cable shall be extended on or across any City street or sidewalk.

2. Location

a. Parking spaces within the public right-of-way not be reserved for specific vendors. Placement is first come, first served.

b. Within the public right-of-way, mobile food vendors may only locate in metered parking spaces along the 100 block of N. Charles Street (2 hour meters), the 100 block of N. Lawrence Street (8 hour meters), the 100 block of S. Samuel Street (8 hour meters) and 200 block W. Congress Street (2 hour and 8 hour meters). However, no more than 1 mobile food vendor may set up at a time at any of these separate locations listed above.

c. Parking a mobile food vending unit on private commercially zoned property is permitted if notarized written permission is given from the property owner, and such authorization is included with the Mobile Food Vending Pilot Program application. Mobile food vendors on private commercially zoned property are subject to the specified times and days listed in section 1(a) above, and only one food truck is permitted at any private commercially zoned property at a time unless a Special Activity Permit has been obtained.

d. Mobile food vendors are permitted to operate at other locations beyond those specified in subsections b and c above, subject to approval of a Special Activity Permit.

e. A mobile food vending unit is not permitted to park:

- (1) Within 50 feet of the entrance of any restaurant,
- (2) Within 15 feet of any bus stop zone,
- (3) Within 15 feet of a pedestrian crosswalk or intersection,
- (4) Within 15 feet of a handicapped parking space,
- (5) Within any loading zone or other area where vehicles are prohibited to park.
- (6) Within the public right-of-way in any residential zoning district in the City of Charles Town when not in use.
- (7) In a manner that would force customers to stand in a city street or an additional parking spot to conduct business with the mobile food vendor.

(8) Additionally, it is not permitted to be parked on any street of Charles Town when not in use in accordance with these regulations.

f. Mobile food vending units shall be subject to Ordinance 361 Parking Generally and Ordinance 365 Charles Town Parking District.

3. Advertisement and Signage

a. Signage may be imprinted on the exterior body of a licensed mobile food vending unit and include the use of an attached or detached menu board. This is the only signage permitted.

b. No banners or balloons may be attached to a mobile food vending unit or otherwise located on the mobile food site. No flashing or blinking or strobe lights are allowed.

4. Noise

a. Mobile food vendors shall be subject to City Code Article 527 *Noise Control*. The noise limit is 65 decibels.

5. Waste Material Disposal

a. All waste shall be removed and disposed of daily by the mobile food vendor.

b. No liquid or solid waste may be discharged from the mobile food vending unit.

c. Public trash receptacles shall not be used for disposal of waste that is directly generated by the mobile food vending unit, such as grease, food scraps, food packaging material, and other waste products.

d. Receptacles for the disposal of waste materials or other litter must be provided for customers by the Mobile Food Vendor.

6. Approval Process:

a. The Zoning Administrator shall approve the issuance of a Temporary Mobile Food Vending Pilot Program License only if the application is complete, complies with the requirements of this Resolution, including applicable Health Department approvals, City Business License and provided the application is accompanied by the required fee.

b. The Zoning Administrator shall have the authority to revoke any Temporary Mobile Food Vending Pilot Program License at any time.