

Temporary Removable Vendor Permit Application

Sussex County, Delaware

Sussex County Planning & Zoning Department
2 The Circle (P.O. Box 417) Georgetown, DE 19947
302-855-7878 ph. 302-854-5079 fax

Type of Application (Check one)

Date: _____

New: _____

Renewal: _____

Name of Business: _____

Truck/Vendor Name (if different from above): _____

Owner's Name: _____

Business Address: _____

City: _____

State: _____

Zip Code: _____

Phone: _____

E-mail: _____

Property Owner Name: _____

Location of truck/vendor:

Address for truck/vendor location: _____

City: _____

State: _____

Zip Code: _____

Indicate type of food being sold and how it is prepared.

How will wastewater be removed from unit?

Provide the following information:

A letter from property owner granting permission & copy of State Business License

A drawing of the location of the proposed truck/vendor location

Permit Fee \$100.00 Annual fee

****The Food Truck/Vendor Permit is valid from March 15th through November 15th.***

A renewal of the permit shall be required to continue operation.*

*****This Permit only for Sussex County Planning & Zoning approval. Other County or State agency approvals may be required.*****

Signature of Applicant:

The undersigned acknowledges that he or she has read the application completely and that if the applicant is unable to comply with the policy and/or ordinance the permit may be revoked.

Date: _____

For office use only:

Date Submitted: _____ Fee: \$100.00 Check #: _____

Staff accepting application: _____ Permit #: _____

Approved: _____ Date: _____ Refer to BOA: _____

Decision of BOA: _____





Temporary Removable Vendor Policy

The following shall be complied with for the issuance of a Temporary Removable Vendor Permit:

- A drawing showing the property on which the vehicle/equipment is proposed to be located shall be submitted with the permit application. The following shall be shown on the drawing:
 - Indicate the outline of the property.
 - Indicate any existing buildings.
 - Indicate the proposed parking spaces/area to be used as part of the permit.
 - Indicate the existing drive aisles on the property.
 - Indicate dimensions of vehicle/equipment on the plan.
 - A recent aerial photograph showing the location would be considered a sufficient drawing.
- The vehicle/equipment shall not reduce the number of required parking spaces for the business on which it will be located. **If the vehicle/equipment reduces the required number of parking spaces for the business on which it will be located the applicant may submit a Special Use Exception to the Board of Adjustment for their consideration.**
- The vehicle/equipment shall not block entrance, fire lane, handicap parking space, etc.
- Permission shall be provided from property owner (in writing)
- Hours of operation 6am-11pm Monday through Saturday. 9am-10pm Sunday
 - Different if within 150' of residential use Sun.-Sat. 8am-10pm.
 - **If different hours of operation are requested a Special Use Exception application shall be submitted to the Board of Adjustment for their consideration.**
- The vehicle/equipment shall not obstruct the sidewalk or pedestrian access including overhang.
- No more than one (1) table with maximum seating of four (4) people shall be located in connection with the vehicle/equipment. **If there is more than one (1) table or one (1) table with a capacity over four (4) people than a Special Use Exception application shall be submitted to the Board of Adjustment for their consideration.**
- The vendor shall be responsible for all trash created by use.
- There shall be no excessive noise from the use.
- Permit may be revoked if Planning Director determines non-compliance with the *Ordinance* or other good cause.
- The temporary removable vendor permit is valid from March 15th through November 15th.
- A temporary vendor permit is valid for only one (1) calendar year and a new application shall be submitted for review and approval

- A separate temporary vendor permit is required for each location the vehicle/equipment will be located.
- The vendor shall not connect to Sewer. **If the vendor is required to hook-up to sewer an application shall submit for a Conditional Use to be reviewed by the Planning Commission and County Council.**
- **The Planning Director may require the applicant to submit a Special Use Exception application for consideration by the Board of Adjustment if there are concerns with the location of the proposed temporary vendor (including but not limited to traffic, entrances, adjacent uses, on-site parking spaces, etc.)**
- A County-issued Temporary Removable Vendor Permit Sticker shall be placed on the outside of the vending equipment and visible at all times.