



CITY OF WESTERVILLE
21 SOUTH STATE STREET, WESTERVILLE, OHIO 43081
FOOD TRUCK/CART NOTICE OF INTENT
2024 PILOT PROGRAM

(PLEASE BE ADVISED THIS NOTICE OF INTENT WILL EXPIRE ON 12/31/2024)

SECTION 1

FOOD TRUCK/CART COMPANY PRESIDENT: **DATE OF NOTICE:** _____

Name: _____ Company Name (d/b/a): _____

Address: _____ Office Phone: _____

City: _____ State: _____ Zip: _____ Cell Phone: _____

Truck License Plate #: _____ E-mail: _____

Website: _____

FOOD TRUCK/CART ON-SITE MANAGER CONTACT INFORMATION:

Name: _____ Cell Phone: _____

Name: _____ Cell Phone: _____

SECTION 2

VENDOR INFORMATION PROVIDED:

- NOTICE OF INTENT (THIS 2-PAGE FORM)
- ATTACH SITE PLAN INCLUDING:
 - 1) DIAGRAM WHERE FOOD TRUCK/CART WILL PARK
 - 2) TRUCK/CART DIMENSIONS, INCLUDING AWNINGS/CANOPIES
 - 3) PROPOSED SIGNAGE AND ADVERTISING
 - 4) WHERE PATRONS WILL PARK AND LINE UP
 - 5) LOCATION OF TRASH CAN/RECYCLE BIN
 - 6) MENU/GOODS FOR SALE
- ATTACH PHOTOS OF TRUCK/CART – INCLUDING DETAILS OF ALL SIGNAGE/MENUS
- COFTA MEMBERSHIP ___: YES ___:NO
- ATTACH COPY OF BOARD OF HEALTH PERMIT # _____ EXP. DATE _____
- ATTACH COPY OF LIABILITY INSURANCE

EXPECTED HOURS OF OPERATION & DAYS OF THE WEEK:		
_____ Sunday	_____ to _____	
_____ Monday	_____ to _____	
_____ Tuesday	_____ to _____	
_____ Wednesday	_____ to _____	
_____ Thursday	_____ to _____	
_____ Friday	_____ to _____	
_____ Saturday	_____ to _____	

SECTION 3 – LOCATION ON PRIVATE PROPERTY

PROPERTY OWNER: (if different than vendor or not in public right of way)

Name: _____ Office Phone: _____

Address: _____ Cell Phone: _____

City: _____ State: _____ Zip: _____ E-mail: _____

Agreed Dates and Times: _____



SUBMIT FORM TO: Planning & Development Dept., City of Westerville, 64 East Walnut Street, Westerville, OH 43081
EMAIL FORM TO: CodeEnforcement@westerville.org
QUESTIONS: Contact Code Enforcement Division at (614) 901-6816 or CodeEnforcement@westerville.org

SECTION 4 – FOR ADMINISTRATIVE USE ONLY

COPIES FURNISHED TO:

<input type="checkbox"/> PLANNING/ZONING _____	DATE _____
<input type="checkbox"/> PARKS AND REC. _____	DATE _____
<input type="checkbox"/> FIRE DEPARTMENT _____	DATE _____
<input type="checkbox"/> CODE ENFORCEMENT _____	DATE _____
<input type="checkbox"/> POLICE _____	DATE _____
<input type="checkbox"/> SERVICE _____	DATE _____
<input type="checkbox"/> CITY ENGINEER _____	DATE _____
<input type="checkbox"/> TAX _____	DATE _____
<input type="checkbox"/> CITY MANAGER _____	DATE _____

NOTES: _____

Vendor Start Date: _____ **Expiration Date:** _____ *(no later than 12/31/2024)*

2024 FOOD TRUCK/CART PILOT PROGRAM - CITY OF WESTERVILLE EXPECTATIONS

- 1) All required County and/or State permits shall be clearly displayed on the vending vehicle.
- 2) If at any time a County Board of Health revokes or suspends the issued Food Service Operation License or Retail Food Establishment license, the food truck/cart vendor shall immediately cease operation in the City.
- 3) Alcohol and/or tobacco shall not be served by the food truck/cart vendor.
- 4) Food trucks/carts and vendor locations will be maintained in a clean and sanitary condition at all times.
- 5) Electric, gas, and water will be self-contained within the food truck/cart.
- 6) All food trucks/carts shall have a minimum of one operable and current fire extinguisher mounted in the cooking area.
- 7) If operating in the right-of-way, the food truck/cart and employees will ensure compliance with Westerville Codified Ordinance Chapter 741 Street Vendors.
- 8) The food truck/cart vendor is responsible for the proper disposal of waste and trash associated with operation. Vendors will remove all waste and trash from their location at the end of each day and as needed to maintain cleanliness.
- 9) Signs and graphics must be attached to the vehicle. Free standing, off-premise, and/or human advertising is prohibited.



food truck/cart shall be protected by placing the queue in a safe location that does not impede vehicular, bicycle, or pedestrian traffic.

- 11) Food truck/cart owners and operators will timely remit all applicable income taxes, income tax returns, and other taxes associated with the operation of a business in the City of Westerville.

SUBMIT FORM TO: Planning & Development Dept., City of Westerville, 64 East Walnut Street, Westerville, OH 43081

EMAIL FORM TO: CodeEnforcement@westerville.org

QUESTIONS: Contact Code Enforcement Division at (614) 901-6816 or CodeEnforcement@westerville.org