



Application Requirements

New Application

- Required: Completed Application Form with contact information
- Required: Completed Site Plan (see requirements below)
- Required: Completed Parking Worksheet
- Required: A completed letter of authorization filled out and signed by owner (if applicant is not the property owner)
- Required: Cheque for \$100.00

Renewal application

- Required: Completed Application Form with contact information
- Required: Cheque for \$100.00
- Required: A completed letter of authorization filled out and signed by property owner
- Optional: Completed Site Plan (only if there is a change to previously submitted site plan)
- Optional: Completed Parking Worksheet (only if there are changes)

Mobile Food Vendor Site Plan Requirements

- Provide Business Name and Address
- Clearly show the location of the Mobile Food Vendor including:
 - Traffic cones
 - Generators
 - Tables
 - Tents
 - Stands
- Clearly indicate the size of the mobile food vendor operation
- Clearly indicate:
 - Queuing lineups
 - Waiting lineups
 - Signage location(s) and size
- Identify and label site features such as:
 - Parking stalls
 - Drive-aisles
 - Loading bays
 - Vehicle access/egress
 - Location of the building
 - Pedestrian pathways, walkways
 - Landscaping or fencing