



VILLAGE OF SCHAUMBURG

Community Development Department
ANNUAL FOOD TRUCK LOCATION PERMIT
101 Schaumburg Court, Schaumburg, IL 60193-1899
(Phone) 847.923.4420 (Fax) 847.923.4474

PERMIT APPLICATION NO. _____

1. BACKGROUND INFORMATION: *(All correspondence will be sent to the petitioner)*

- a. Petitioner: _____
 Business Name: _____
 Address: _____
 City _____ State: _____ Zip _____
 Telephone: _____
 (Number at which petitioner can be reached during business hours)
 Fax number: _____
 E-mail address: _____

b. Do you prefer materials to be faxed or e-mailed? _____

c. Relationship of Petitioner to Property: _____

- d. Current Owner of Property: _____
 Address: _____
 City _____ State: _____ Zip _____
 Telephone: _____
 Fax number: _____
 E-mail address: _____

2. REQUIREMENTS:

- a. Submit the \$50 Annual Food Truck Location Permit Fee. *(Food trucks shall only be allowed in the B-2, B-3, B-4, B-5, M-1 and M-P zoning districts, unless affiliated with an approved temporary special event.)*
- b. Provide a list of contracted food vendors who are properly licensed with the village, indicating the days and times when food trucks shall be located on the property. *(No more than three food trucks shall be allowed on a property at any given time. Food trucks shall be allowed on a property for a maximum of three hours per day unless affiliated with an approved temporary special event.)*

- c. Provide a site plan or plat of survey depicting the entire property and all parking areas with the location of the food trucks and appropriate refuse and recycling containers depicted. *(Food trucks shall be located in designated parking spaces and shall not be allowed in fire lanes, drive aisles or handicapped parking spaces. Food trucks shall not impede traffic flow or emergency access or have an adverse effect on other activities on the property. No tables or chairs may set up alongside a food truck. Appropriate refuse and recycling containers shall be provided for proper disposal of waste.)*

Permit shall be renewed annually. Required information shall be provided annually as part of the permit renewal process, and when there are revisions to food truck vendors, scheduling, or locations throughout the year.

Please note that this petition will not be reviewed until it has been fully completed and all required plans and other materials have been satisfactorily submitted to the Community Development Department. Incomplete submittals will not be accepted.

Petitioner:

(Print or type name)

(Petitioner's Signature)

(Date)

Current Owner of Property:

(Print or type name)

(Owner's Signature)

(Date)



Petitioner: _____

Business Name: _____

Address: _____

Telephone: _____

LIST OF ALL PLANNED FOOD TRUCK VENDORS

Name of Food Truck Contact Name Contact Phone Number	Village of Schaumburg License Number	Dates and Times On Site

No more than three food trucks shall be allowed on a property at any given time. Food trucks shall be allowed on a property for a maximum of three hour per day.