



## Food Truck Parking Permit

The undersigned hereby makes application for a Food Truck Parking Permit in the City of Leavenworth, Kansas under the provisions of the Code of Ordinances, Chapter 22 Health and Sanitation, Article II Food

**Pilot Program from November 1, 2024 -April 30, 2025**

**Application must be filed with the City Clerk's Office twenty (20) days prior to the event.**

### Sponsoring Organization Information:

Business Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Business Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Food Trucks and Requested Dates/ Times:

Description of requested food truck event(s): \_\_\_\_\_

Food Trucks participating: \_(If known) \_\_\_\_\_

Date(s) intended to use: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

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### Permit Forms Needed:

#### Due at time of permit application submittal:

- Location Map
- Written Restaurant Approval

#### Due a minimum of 10 days prior to event(s):

- Neighbor Notification List
- Mobile Food Vendor License

### Office Use Only

\_\_\_\_\_ Date \_\_\_\_\_ Received by

\_\_\_\_\_ Location Map \_\_\_\_\_ Restaurant Approval

\_\_\_\_\_ Neighbor Notification \_\_\_\_\_ Notification List

\_\_\_\_\_ Mobile Food Vendor License

### Approvals

\_\_\_\_\_ Fire Marshall \_\_\_\_\_ Police Chief \_\_\_\_\_ City Manager

\_\_\_\_\_ Permit #

Sponsoring Business Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOOD TRUCK PARKING PERMIT EXPIRES April 30<sup>th</sup> OF 2025**

**Fees paid are not prorated, refundable or transferable**

**Office of the City Clerk • City of Leavenworth • 913-682-9201 • 100 N. 5<sup>th</sup> Street • Leavenworth, Kansas 66048**