



McCordsville Permit #: _____

6280 W 800 N
McCordsville, IN 46055
Phone: (317) 335-3604
<http://www.mccordsville.org>

Food Truck Permit Application

***Applications shall be submitted via our on-line permit system.**

Applicant Information

Name: _____

Business Name: _____

Business Address: _____

Food Truck Name: _____

Phone No. _____ Email Address: _____

Please indicate you understand all of the restrictions below by check-marking each box:

- ☐ Food Trucks shall not operate, locate, or park within the public right-of-way.
- ☐ Food Trucks shall not interfere with traffic flow on any public street, private street, or internal drives of parking lots.
- ☐ Food Trucks shall not operate, locate, or park on any sidewalk or multi-use path.
- ☐ Food Trucks shall not operate, locate, or park in a manner that hinders access to a fire hydrant.
- ☐ Food Trucks shall not operate, locate, or park in a manner that prevents or blocks access to any driveway, sidewalk, or building entrance or exit.
- ☐ Food Trucks shall not operate, locate, or park within 200 feet of the front door of any restaurant and/or dining area, unless given written approval of any and all restaurants and/or dining areas within said distance.
- ☐ Food trucks shall not operate, locate, or park on properties zoned R1, R2, R3, R4, R5, MF1, and MF2. Food trucks are also prohibited in PUD zoning unless the PUD Ordinance specifically permits Food Trucks. Food Trucks are only permitted in the Old Town Zoning District if a Special Exception is approved. Food Trucks are permitted in all other Zoning Districts.
- ☐ Food trucks shall not operate, locate, or park on a lot or property that does not have a primary structure.
- ☐ Food Truck hours of operation are limited to 8:00am-10:00pm.
- ☐ Food Truck signage shall be limited to signs which are attached to the surface of the Food Truck. Such signage shall not project more than 6 inches from the surface of the trucks. In addition, each truck shall be permitted a

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sandwich board sign as described in Article VII of the Town's Zoning Ordinance. These signs shall also comply with the location/placement limitations listed above, shall be removed each day with the truck, and shall not be placed further than 10 feet from the Food Truck.

- ☐ Food Trucks shall not locate or park overnight in the Town of McCordsville other than in an enclosed building.
- ☐ Town trash receptacles shall not be used by the customers or operators of any Food Truck.
- ☐ The area surrounding any Food Truck shall be kept clean of trash and debris. Discharges of waste or liquid onto the ground or into the sanitary or storm sewers are strictly prohibited.
- ☐ The permit holder shall be held responsible for any non-compliance.
- ☐ Food Truck permits must be posted in plain sight of the general public on the Food Truck at all times when in operation.
- ☐ Any Food Truck found not to be in compliance with the rules and regulations adopted by the Town of McCordsville may be issued a Notice of Violation which must be corrected and truck brought into compliance within 24 hours thereafter or the Administrative Officer may revoke the permit.
- ☐ Food Trucks must have and maintain a valid permit from the Hancock County Board/Dept. of Health and the Indiana Dept. of Revenue for a Retail Merchant. A copy of both permits is enclosed.
- ☐ Food Truck permits are valid for a maximum of 1 year. The permit year shall run from April 1st to March 31st.
- ☐ You have read the Food Truck Ordinance and understand all the rules, regulations, and penalties.

Applicant's Signature

The information included in and with this application is completely true and correct to the best of my knowledge and belief.

(Applicant's Signature)

(Date)

Restaurant and/or Dining Area Owner's Signature

Food Truck operator's seeking to operate within 200 feet of an existing restaurant and/or dining area will need to have the approval of the restaurant and/or dining area's owner or agent. That approval may be provided below.

Restaurant and/or Dining Area: _____

Address: _____

Printed Name of Owner or Authorized Agent: _____

Signature of Owner or Authorized Agent: _____

Date of Approval: _____

OFFICE USE ONLY

Date Application Filed: _____

Date Application Approved: _____

Approval Signature: _____

Approval Stamp

