



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 May 1, 2024 -October 31, 2024

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: _____

Date(s) intended to use: _____ Start Time: _____ End Time: _____

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Date(s) intended to use: _____ Start Time: _____ End Time: _____

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 Marshal _____ Police Chief _____ City Manager

_____ Permit #

Sponsoring Business Signature: _____ Date: _____

FOOD TRUCK PARKING PERMIT EXPIRES OCTOBER 31ST OF 2024

Fees paid are not prorated, refundable or transferable

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