

Dear Lunch Wagon Applicants:

The following information below is to be used when submitting an application for a Lunch Wagon License. **Please review this process carefully and complete all the pages and it is your responsibility to submit all appropriate paperwork to go along with the application.**

Licenses are issued as follows:

- Up to 3 Months \$100 Non-refundable fee
- 3 Months to 1 Year \$150 Non-refundable fee

Applicants are required to provide the following information

- If the lunch wagon is a vehicle (mobile), provide valid registration and proof of insurance.
- Copy of your valid State of Maine Driver's license must be submitted
- A State Food & Beverage inspection must be conducted prior to submitting this application (207-287-5671)

The options below must be met before submitting your application to the Clerk's office for submission to the next council meeting. The council meets on the 1st and 3rd Tuesday of every month. (To get your application submitted you will need to submit your completed application 10 days prior to the Council Meeting).

Please be aware it is your responsibility to complete the following as stated

*You must complete this 3-page application and satisfy all options below to apply to your operation

* Diagram of the location(s) and position of lunch wagon; see bottom of page 2.

* State how wastewater and/or electricity on lunch wagon will be disposed of and obtained. See page 3, Complete this form with the City Code officer and obtain his signature as approval.

*You will need a letter of permission from the property owner; See page 4, Complete this form and obtain signature from Assessor's office for approval

*If you move to and from various locations you will have to submit a new application per location.

* Submit a schedule of hours of operation for each location.

It is your responsibility to pick up your approved license in the Clerk's office during business hours Monday thru Thursday 7am – 6pm before operating in City of Belfast.

This application will be placed on the next available City Council agenda for their approval once all the application criteria and supporting information and no-refundable license fee have been received in the Clerk's office.

If you have any questions, please do not hesitate to call me at (207)338-3370, ext. 114

City Clerk

Angie Crosby

Hours of Operation: Monday through Thursday 7am to 6pm



CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

E-mail: cityclerk@cityofbelfast.org
Tel: (207) 338-3370
Fax: (207) 338-2419

CITY OF BELFAST LUNCH WAGON LICENSE PERMIT APPLICATION

DATE: _____

Receipt #: _____

TO: THE HONORABLE BELFAST CITY COUNCILORS

I, _____ d/b/a _____

Address: _____ Tel. #: _____

Apply for a Lunch Wagon license pursuant to Title 30-A, Section 3931 M.R.S.A. for the calendar year of _____.

I further certify that I will hold a valid State of Maine license for this eating-place prior to operation in Belfast, Maine.

Section 3931. License, revocation; objections.

The municipal officers of any municipality may license any reputable person to maintain a vehicle for the sale of food in such part of any public way and during such hours as the licensing authority designates. No other license may be required to operate a lunch wagon. The municipal officers may set a license fee, which must be paid annually before the license is issued. A license may not be issued if the lunch wagon will inconvenience public travel. For reasonable cause, the licensing authority may revoke any license issued under this section as provided in Section 3814.

Signature: _____

Mailing address: _____

State size of lunch wagon: _____

Draw a diagram of the location of your lunch wagon in reference to the street. **Submit diagram with application on additional sheet.**



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Agreement between the City of Belfast and

Agrees to wit:

1. Remove the lunch wagon from the site for a minimum period of eight (8) hours, at least once a week (schedule of said removal shall be submitted to the City and **shall** be followed).
2. The wastewater generated by said lunch wagon shall be stored and disposed of in compliance with the State of Maine Internal Plumbing Code Chapter 238, the State of Maine External Plumbing Code Chapter 241 and Maine Eating and Lodging Rules.
3. All electrical connections and fixtures shall be in compliance with the Belfast Electrical Code – National Electric Code 2008 2011.
4. To pay a penalty of \$100 per day for each violation of the above, reasonable attorney's fee and costs as permitted in 30-A M.R.S.A., Section 4452 and remove the lunch wagon if ordered by the Belfast City Council.

City of Belfast agrees to wit:

To issue a lunch wagon license subject to the conditions stated above.

Applicant Signature

Date

Authorized Code Officer-Mandatory

Date

Title/City Office



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LUNCH WAGON APPLICANTS MUST HAVE THIS FORM COMPLETED

Take to Assessor's Office-2nd floor City Hall

Land Owner of record: _____

Map #: _____ Lot #: _____ Zone: _____

Frontage: _____ Depth: _____ Acres: _____

Is this a sub-division? ___Y ___N How many split offs from original lot: _____.

Is this lot: Land only _____
Dwelling _____
Mobile Home _____
Other building _____

Is this within shoreland zone? _____

Signature of City Assessor

