



TOWNSHIP OF HOPEWELL

201 Washington Crossing-Pennington Road

Titusville, New Jersey 08560-1410

Phone 609.737.0605 Ext. 6640

TEMPORARY ACTIVITIES PERMIT APPLICATION (Ord. 17-19)

1. A plan/sketch of the property showing the location of each amenity is required to be attached to application. (pg 4)
2. Submit application at least one (1) month prior to event to ensure timely processing by the Township Committee.
3. Please attach payment of \$50.00. Checks made payable to Township of Hopewell.

Date of Application: _____ **Block & Lot:** _____

Work Site Location / Street Address: _____

Applicant Name: _____

Applicant Email & Phone No.: _____

Property Owner Name & Signature: _____

Name of Event: _____

Date(s) of Event: _____

Start/End Time(s): _____

Number of Anticipated Attendees: _____

Parking:

Existing lot
 Temporary lot. Describe parking and attach a plan showing location. _____

Restroom Facilities:

Existing facilities on site
 Temporary facilities. Attach a plan showing number and location.

Tent / Canopy Use?: Yes or No

Tent/Canopy Dimensions: Length ____; Width ____; Height _____. Attach a plan showing location.

Cooking / Food Services:

Yes, cooking on site
 Indoor or Outdoor? Circle one and show location on a plan if outdoor.
 Describe type of outdoor cooking. _____

Yes, catered
 No cooking or catering

Additional Details: Please complete Fire and Food information on the attached forms. If something is N/A please indicate N/A. provide details regarding planned activities.

FOR TOWNSHIP USE ONLY:

DATE RECEIVED:	INITIALS:	
DISTRIBUTION:	DATE APPLICATION DISTRIBUTED:	DATE COMMENTS RECEIVED:
FIRE COMMISSIONERS		
HEALTH DEPARTMENT		
POLICE DEPARTMENT		
MUNICIPAL CONSTRUCTION OFFICE		
DATE APPROVED TWP. COM.:	RESOLUTION NUMBER:	RESOLUTION DATE:
DATE DENIED TWP. COM.:	RESOLUTION NUMBER:	RESOLUTION DATE:
DATE APPROVED TWP. ENG.:		
DATE DENIED TWP. ENG.:		
CONDITIONS OF APPROVAL:		
<input type="checkbox"/> None <input type="checkbox"/> Noted in Resolution <input type="checkbox"/> Attached <input type="checkbox"/> _____		

Hopewell Valley Bureau of Fire Safety Event
Checklist for TAPs & Festival Applications

<u>Event organization and address:</u>	<u>Name & address of primary contact person:</u>
Phone:	Cell #:
Event Website:	Email:

Event Name: _____ Event Date(s): _____

Event Start Time: _____ End Time: _____ Set-Up & Breakdown Times: _____

Location of Event: _____

Is the event (circle one)	Indoor	Outdoor	Both Indoor & Outdoor
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Estimated No. of Participants: _____ Estimated No. of Spectators: _____

DESCRIPTION OF EVENT - PROVIDE DETAILS OF THE EVENT INCLUDING SCHEDULE AND ACTIVITIES (attach additional pages if needed)

PROVIDE SKETCH OF SETUP FOR OUTDOOR EVENTS – more detail may be required during the review process

The following questions will help indicate if fire safety permits will be needed provide additional detail if yes.

Activity	Yes	No	Description
Will there be sleeping on-site either indoor or outdoor?			
Will there be any firepits, bonfires or other flame producing devices? (candles, torches, heaters)			
Will any fire protection systems be partially or fully disabled? (fire alarm, sprinkler system, cooking suppression, smoke control, etc.)			
Will any welding or cutting be needed for the set up or breakdown of the event?			
Will there be any roads, parking lots, fire lanes/access roads closed, blocked or have reduced widths?			
Will generators be used?			
Will there be any storage, handling, or discharging of fireworks (aerial and proximity)			
Will there be any explosive, blasting or other similar devices used or stored?			
The occasional use in any building of a multipurpose room, with a maximum permitted occupancy of 100 or more for amusement, entertainment or mercantile type purposes			
Will there be any storage or use of flammable or combustible liquids.			
Will propane be used during the event?			
Will a barn or other farm building be used for the event?			
Will there be any tents/canopies or tensioned membrane structures? (provide square footage and dimensions)			
The temporary use of any building or portion thereof as a special amusement?			
Are any unoccupied or vacant buildings or structures to be used? (provide square footage)			
Mobile or temporary food preparation activities, where open flame or flame-producing devices or appliances are used, or grease-laden vapors are produced. (food trucks or other cooking set-up)			
Carnivals and circuses employing mobile enclosed structures used for human occupancy			
Will there be inflatable rides or other carnival type activities?			
Will there be alcoholic beverages served or sold?			
Will there be temporary fencing or other barriers for crowd or access control?			
Will the event be taking place after daylight hours?			
Is there an EMS/Medical plan?			
Is there a fire safety plan?			



TOWNSHIP of HOPEWELL

MERCER COUNTY

DEPARTMENT OF HEALTH

201 Washington Crossing Pennington Road
Titusville, New Jersey 08560-1410
Phone: 609.737.0120 Fax: 609-737-6836 www.hopewelltwp.org



Public Health
Prevent. Promote. Protect.

HOPEWELL TOWNSHIP TEMPORARY FOOD LICENSE APPLICATION

(Complete application must be received at least 10 business days prior to the event. Please print clearly.)

FEE: \$40.00

BUSINESS NAME: _____ PERSON IN CHARGE: _____

ADDRESS: _____

PHONE: (____) _____ EMAIL: _____

DATE(S) OF EVENT: _____ TIME OF EVENT: _____

ADDRESS OF EVENT SITE: _____

ALL FOOD TRUCKS **MUST PROVIDE** A COPY OF THEIR MOST RECENT HEALTH DEPARTMENT INSPECTION REPORT FROM THE TOWN WHERE THEY ARE BASED IN. Check box if included

If you are cooking with propane or any open flame you will need to contact the Fire Safety Department for additional permit. Please call (609) 730-8156.

COMPLETE THE FOLLOWING: (Answer all Questions - Both sides of Form)

MENU

What kind of meats or poultry will be served?

Hot Cold
 Hot Cold

What kind of fish or shellfish will be served?

Hot Cold

What kind of salads?

Hot Cold

What kind of beverages?

Hot Cold

What kind of desserts?

Hot Cold

Any other foods not previously listed?

Hot Cold
 Hot Cold
 Hot Cold



TOWNSHIP of HOPEWELL

MERCER COUNTY

DEPARTMENT OF HEALTH

Also Serving Hopewell Borough & Pennington Borough

201 Washington Crossing Pennington Road

Titusville, New Jersey 08560-1410

Phone: (609) 737-0120 / Fax: (609) 737-6836



Public Health
Prevent. Promote. Protect.

APPLICATION TO OPERATE A MOBILE RETAIL FOOD ESTABLISHMENT

- This application is intended for mobile establishments operating on private property, within Hopewell Township only, and in accordance with Ordinance No. 23-1812.
 - Do not submit this application for events held on public property (e.g. parks).
- If you are cooking with propane or any open flame, contact the Fire Safety Dept. at 609-730-8156.
- A complete application is required at least 10 business days prior to operation in the Township.
 - Once an application is approved, arrangements shall be made with HTHD staff for an inspection *prior to first operation* within the Township.

PRINT CLEARLY

CLERK REGISTRATION NUMBER as per Hopewell Twp. Ordinance No. 23-1812: _____

I have read and understand the operating requirements & limitations of the above-referenced Ordinance.

Trading Name of Mobile Vendor: _____

Owner/Corporation: _____ Phone #: (____) _____

Mailing Address: _____

Person-In-Charge: _____ Cell Phone: (____) _____

E-Mail: _____

LICENSE PLATE # _____ **VIN #** _____

COMPANY VEHICLE NO. (if applicable): _____

*****Mobile Licenses are not transferrable*****

BASE OF OPERATIONS / SERVICING AREA / COMMISSARY

All mobile units shall operate from an approved facility, licensed and inspected, for the storage, preparation, and handling of food and identify a base location for which the vehicle returns regularly for vehicle & equipment cleaning, discharging liquid or solid wastes, refilling water tanks and ice bins, and boarding food. Home preparation & storage of food is strictly prohibited. A copy of the most recent sanitary inspection report must be included with this application.

Names and Addresses of Servicing Area(s): _____

A copy of the most recent Health Department inspection report for the servicing area(s) is enclosed.

The above-listed facility is used for the following (check all that apply):

<input type="checkbox"/> Storage of Food	<input type="checkbox"/> Water Supply	<input type="checkbox"/> Waste Disposal	<input type="checkbox"/> Storage of Supplies
<input type="checkbox"/> Cleaning of Equipment / Utensils	<input type="checkbox"/> Food Prep	<input type="checkbox"/> Repairs of mobile unit	<input type="checkbox"/> Daily storage of mobile unit

LIST <u>ALL</u> MENU ITEMS, including all food, toppings & beverages (<i>attach additional pages as necessary</i>)	Where are ingredients purchased for this item?	Describe whether the item is prepared or cooked at the vending site (VS) or the servicing area (SA).

A Food Safety Manager-level certification is enclosed for Risk-type 3 establishments (*any operation with an extensive menu which requires the handling of raw ingredients, and is involved in the complex preparation of items including the cooking, cooling, and reheating of at least three or more potentially hazardous foods*).

OR Applicant certifies that only Risk-type 1 and/or 2 activities are conducted.

DESCRIBE THE FOLLOWING:

Method for keeping cold foods below 41°F and hot foods above 135°F during transportation to the event

Method for re-heating and/or cooking food items at the event (list all equipment & power sources)

Method for hot-holding at the event (e.g. steam table, warming box)

Method for keeping food items cold at the event:

Handwashing Facilities _____

PLEASE LIST THE DATES/EVENTS YOU WILL BE OPERATING AT OR INCLUDE A SEPARATE SHEET _____

FEE OPTIONS:

Annual License (July 1 – June 30) - **\$100**
 Temporary (one time event) - **\$40**

RETURN APPLICATION (w/ Fee and Supporting Documents) to:

**Hopewell Township Health Department
201 Washington Crossing Pennington Road
Titusville, NJ 08560**
(Make checks payable to: Township of Hopewell)

The undersigned applicant certifies that all information provided on this application is correct and applicant agrees to operate in accordance with N.J.A.C. 8:24 “Sanitation in Retail Food Establishments and Food & Beverage Vending Machines” as well as any local ordinances.

(Signature of Applicant)

(Date)

FOR HEALTH DEPARTMENT USE ONLY

Date Received: _____ / _____ /20_____ License Number: _____

While transporting food to the event, explain how you will ensure cold foods maintain 41° F or below & hot foods 135° F or above (e.g. coolers w/ ice packs, insulated containers, etc.)

During the Event:

Method for keeping cold foods at 41° F or below: refrigerator freezer ice chest other (explain) N/A

Method for keeping hot foods at 135° F or above: steam table grill sterno other (explain) N/A

Method used to protect foods on display: sneeze guards display cases/covers other (explain) N/A

Off-Site Facilities:

Food for the event will be purchased from: _____

* Name & Address of where any food will be stored or advanced food prep for the event will be performed (i.e. restaurant or commissary):

* Preparation of food in a “home kitchen” is strictly forbidden without a Cottage Permit from the NJDOH.
If you have a Cottage Permit, a copy must be included with application.

FEE: (Check one of the following)

I am currently licensed as a permanent retail food establishment in Hopewell Township (fee waived)
 I am an outside vendor not licensed as a permanent establishment in Hopewell Township (\$40.00)

RETURN APPLICATION (w/ FEE) to:
Hopewell Township Health Department
201 Washington Crossing Pennington Road
Titusville, NJ 08560

(Make checks payable to: Township of Hopewell)

I hereby certify that all the above listed information is correct and I fully understand that any deviation from the above without prior permission from the Hopewell Township Health Department may nullify this license.

(Signature of Applicant)

(Date)

FOR HEALTH DEPARTMENT USE ONLY

Date Received: _____ / _____ /20_____ License Number: _____

Revised: 04-10-2023



TOWNSHIP of HOPEWELL
MERCER COUNTY
OFFICE OF THE MUNICIPAL CLERK

MOBILE FOOD TRUCK FACILITY LICENSE APPLICATION

Attached please find Hopewell Township Ordinance No. 23-1812 which sets forth the conditions for the licensing of Mobile Food facilities within Hopewell Township, Mercer County, New Jersey. These conditions will be strictly enforced. Violation of the conditions of your license may result in a fine and/or revocation of your Mobile Food Truck Facility License.

Upon successful completion of this application, a license will be issued by the Municipal Clerk. The license will be applicable from January 1 of the current year until December 31 of the current year, regardless of the date for which the license is applied. All licenses will be effective and terminate on December 31 of the year in which the license is issued.

PLEASE PROVIDE THE FOLLOWING:

APPLICANT EMAIL ADDRESS: _____

VENDOR NAME: _____

VENDOR ADDRESS: _____

VENDOR PHONE NUMBER: _____

OWNER NAME (IF DIFFERENT THAN VENDOR): _____

OWNER ADDRESS: _____

OWNER PHONE NUMBER: _____

VEHICLE LICENSE PLATE NUMBER: _____

VEHICLE NUMBER: _____

A COPY OF BUSINESS CERTIFICATE OF REGISTRATION ISSUED BY NJ DIVISION OF TAXATION

PROOF OF GENERAL LIABILITY INSURANCE (AMOUNT NOT LESS THAN \$500,000 PER INCIDENT, \$1,000,000 AGGREGATE.)

EACH TRUCK MUST BE INDIVIDUALLY LICENSED

FEES: 50.00 PER REGISTRATION FOR CALENDAR YEAR

VETERANS AND VOLUNTEER FIREFIGHTERS ARE EXEMPT FROM FEE.

I have read and agreed to the terms of Hopewell Township Ordinance 23-1812. By providing my signature below, I hereby request that my application be considered.

Applicant Name: Please Print Name

Applicant Signature

Date

FOR TOWNSHIP USE ONLY:

Date Application Received: _____

Date Approved by Municipal Clerk: _____

Date Denied by Municipal Clerk (If applicable): _____

License Number: _____

SUBMIT APPLICATION WITH APPLICABLE DOCUMENTS AND FEE TO:

**Katherine Fenton-Newman, Municipal Clerk
Township of Hopewell
201 Washington Crossing-Pennington Road
Titusville, NJ 08560**

Questions? Call the Clerk's Office at: 609-737-0605, Extension 6620 or 6760

**TOWNSHIP OF HOPEWELL
MERCER COUNTY, NEW JERSEY**

ORDINANCE NO. 23-1812

**ESTABLISHING CHAPTER 25 OF THE CODE OF THE TOWNSHIP OF
HOPEWELL TO ESTABLISH REGULATIONS REGARDING "MOBILE FOOD
FACILITIES"**

WHEREAS, the Township Committee has determined a need exists to develop standards and regulations permitting mobile food facility vendors that meet appropriate and reasonable conditions; and

WHEREAS, these standards are necessary to ensure each approved vendor provides adequate safety measures to protect pedestrians and drivers and does not interfere with or impinge the general regulatory scheme of the zoning district or interfere with the operation of established permanent businesses; and

WHEREAS, the Township Committee finds that permitting mobile food facilities to operate, subject to practical regulations and limitations, is beneficial to persons living and working within the Township.

NOW, THEREFORE, BE IT ORDAINED, by the Township Committee of the Township of Hopewell, County of Mercer, State of New Jersey, that Chapter 16 of the Township Code of the Township of Hopewell is hereby amended as follows:

Section One. New Section.

A. § 25-1 "Mobile Food Facilities"

§ 25-1 a Definitions.

Mobile Food Facilities or "Food Trucks" – A van, truck, towed trailer, or pushcart, from which prepared foods are transported, sold or given away at a temporary location.

Operator – The person in control of, or having the responsibility for, the operation of a mobile food facility, which may include, but is not limited to, the owner of the mobile food facility.

§ 25-1 b Registration requirement; Fees

1. It shall be unlawful to operate a mobile food facility at any location within the Township unless the Operator has registered such use with the Township on a form established by the Township, available through the Township Clerk's office, which form may be amended from time to time by the Township Administrator without further approval by the Township Committee. At minimum, the registration form shall include the name and contact information for the vendor, the owner, if different and the vendor's health department permit number.
2. Each Mobile Food Facility must comply with all federal, state and local licensing, including, but not limited to, the Hopewell Township Health Department, as well as any and all other permitting regulations.
3. Each Mobile Food Facility shall carry within the vehicle both a copy of the registration submitted to the Township and the certificate of registration issued by the New Jersey Division of Taxation.
4. Mobile food facility registrations are not transferable (each truck must be individually licensed).
5. As part of the registration process, the Clerk's Office shall request proof of general liability insurance in an amount not less than \$500,000 per incident, \$1,000,000 aggregate.
6. Any veteran or volunteer firefighter who holds a special license issued pursuant to N.J.S.A. 45:24-9 shall be exempt from registration fees, but shall be required to comply with all other applicable provisions of this section. Specifically, veterans and exempt firefighters shall be required to file a registration with the Township but shall not be required to pay any registration fee. All other requirements of this section shall be complied with to ensure the health and safety of the residents.
7. The registration fee for each Mobile Food Facility for each location shall be \$50.00 per registration. Said fee exists for administrative review of the submission.
8. The license shall be valid for the remainder of the calendar year.

§ 25-1 c Time and Place of Operations.

1. No more than two (2) Mobile Food Facilities may operate at any location at one time unless authorized by the Township Committee.
2. Mobile Food Facilities may operate beginning at 7:00 a.m. and ending at 10:00 p.m. unless otherwise restricted by permit or by the property owner. The Township may permit extended hours of operation on a case-by-case basis upon the adoption of a Resolution explaining why the hours are being extended.
3. Mobile Food Facilities shall be limited to occupying the same location to no more than one

hundred and eighty (180) days of the year. The same Mobile Food Facility shall be limited to occupying the same location no more than seven (7) consecutive days.

4. Mobile Food Facilities shall only occupy lands with a separate, active principal use such that the Mobile Food Facility enhances the already existing operation.
5. No Mobile Food Facility shall occupy Township property, without prior approval of the Township Committee by way of a Festival Permit or a Temporary Activities Permit. No Mobile Food Facility shall occupy any portion of the public street, the right-of-way, or the sidewalk.
6. Nothing in this chapter shall limit the Township or any of its entities from hiring of Mobile Food Facilities for special events in any quantity as they deem fit. The Township may in its discretion, utilize public property, public recreation facilities, streets and/or sidewalks for such events.

§ 25-1 d Operating Requirements

1. Mobile Food Facilities must be specifically designed and constructed for the purpose of preparation and sale of the specific type of food being sold and may not operate in any manner that is incompatible with the purpose for which the vehicle has been designed and constructed and all applicable codes and regulations as adopted in New Jersey.
2. Inspection and Equipment
 - (a) All food items must be approved for sale by the Hopewell Township Health Department, in conjunction with a Health Department license application pursuant to § 16-4.1. All foods shall be prepared, stored, and transported according to the Health Department specifications and in accordance with N.J.A.C. 8:24 et seq.
 - (b) The equipment used or employed by Mobile Food Truck Facilities shall be maintained in a clean, sanitary manner and be subject to the inspection of the Hopewell Township Health Department or its authorized agents. Violations of N.J.A.C. 8:24 et seq. may result in revocation of the license to operate issued by the Health Department.
3. Appearance and Maintenance of Mobile Food Facilities
 - (a) Mobile food vehicles must be operated and properly maintained in accordance with all applicable motor vehicle and transportation codes.

(b) The requirements for mobile food facilities operation area is as follows:

- a. Space must be a minimum of 20 feet x 40 feet.
- b. Minimum setback from the right-of-way shall be 3 feet.
- c. Minimum setback from property lines shall be 15 feet or 50 feet if adjoining lot is residential.
- d. An area cannot encroach upon the required minimum parking for the principal use on the lot.
- e. Shall not interfere with the safe flow of traffic or pedestrian movement.
- f. Shall not interfere with accessible routes or accessible parking areas.
- g. Shall not place any signage outside the approved area of operation.

4. Waste Collection. The area of a mobile food facility operation must be kept neat and orderly at all times. Operation of a mobile food service vehicle in an area is deemed acceptance by the operator of the responsibility for cleanliness of the area surrounding the operations (not less than twenty-five (25) feet from all parts of vehicles) regardless of the occurrence or source of any waste in the area. The Operator must provide proper trash receptacles for public use that are sufficient and suitable to contain all trash generated by the mobile food service vehicle. All trash receptacles must be emptied and removed prior to closing or departure of a mobile food service vehicle from a location. No mobile food facility shall leave any location without first picking up, removing and disposing of any trash or refuse remaining from sales made by it. If the Operator or property owner fails to clean the property causing complaints, the Health Department shall provide 48 hours 'notice to clean and if not completed, contract to have the property cleaned and the cost of such efforts shall be borne by the Operator and the Mobile Food Facility. The Township may file a complaint in municipal court to recoup the costs and any fines imposed by the Court for violation of the Ordinance and this action shall be identified as a negative factor in determining whether a new registration for that property is appropriate for any future application by the owner or for a vendor on the owner's property.

5. Lighting. To the greatest extent feasible, mobile food facilities shall utilize existing surrounding light to avoid creating additional lighting and glare conditions onto adjacent properties. Additional lighting may be permitted where needed, which shall be adequately shielded to eliminate light spillage onto adjacent streets, travel ways, properties and uses.

6. Signage.

- (a) All signage must be in accordance with code provisions that regulate signage within the Township and not be placed in right-of-way
- (b) All vehicular signs shall be in accordance with state motor vehicle standards.

8. Fire Safety Permitting and Code Compliance

- (a) Mobile Food Facility must be permitted through the Fire Safety Office 14 business days in advance of operation and comply with the New Jersey Uniform Fire Code N.J.A.C.5:70 et seq. as adopted at the time of the permit application.
- (b) No power cord, cable or equipment shall be extended across any public street, sidewalk or other public property.
- (c) Grills, generators, or other items related to the mobile food facility's operation shall be physically attached to the vehicle.
- (d) Shall not be within 50 feet of any fire hydrants or Fire Department connections.
- (e) Where more than one truck is operating at the same location, there shall be at least 20 feet of separation (bumper to bumper) between each truck.

9. Noise. No sounds that are prohibited by Section 16-14.1 of the Township Code may be produced by a Mobile Food Facility's operation.

10. Violation. Any violation of the provisions of this Ordinance shall result in a 30-day suspension of the Mobile Food Facility license. A subsequent violation shall result in the suspension of said license for the remainder of the calendar year.

11. Except as otherwise provided by specific exception in this chapter, persons subject to this chapter, including persons claiming an exemption from the requirement of the municipal registration, shall not:

- (a) Station, place, set up or maintain its wares or equipment in such a way as would restrict, obstruct, interfere with or impede the pedestrian's right-of-way; restrict, obstruct, interfere with the use of enjoyment from the abutting property; create or become a nuisance; increase traffic congestion, cause or increase traffic delay or hazards; cause or create or constitute a danger to life, health, or property.
- (b) Station, place, set up or maintain its wares closer than 50 feet from the curb line or end of pavement of intersecting streets.
- (c) Place its wares in such way as would reduce the unobstructed pedestrian right-of-way on a

sidewalk to less than six feet.

- (d) Engage in business within 25 feet of any location where the curb has been depressed to facilitate pedestrian or vehicle movement.
- (e) Engage in business on any sidewalk or along any street within 50 feet of any fire hydrant, or within 25 feet of any crosswalk, bus stop, or a driveway.
- (f) Leave its wares unattended at any time or store, place or leave the same overnight on any sidewalk or public way of the Township.

Section Two. Repealer, Severability and Effective Date.

A. Repealer. Any and all Ordinances inconsistent with the terms of this Ordinance are hereby repealed to the extent of any such inconsistencies.

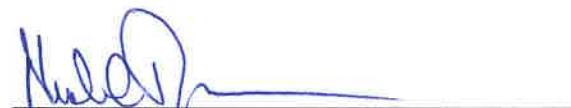
B. Severability. In the event that any clause, section, paragraph or sentence of this Ordinance is deemed to be invalid or unenforceable for any reason, then the Township Committee hereby declares its intent that the balance of the Ordinance not affected by said invalidity shall remain in full force and effect to the extent that it allows the Township to meet the goals of the Ordinance.

C. This Ordinance shall take effect January 1, 2024.

Date Introduced: September 5, 2023

Date Advertised: September 8, 2023

Date Adopted: September 18, 2023



Michael Ruger
Mayor

Attest:



Katherine Fenton-Newman
Municipal Clerk