



(Oct 2024)

SELF-SERVE PERMITTING INSTRUCTIONS

FOOD TRUCKS/CARTS/TRAILERS

HELPFUL INFORMATION:

- This packet is for proposed locations on private property only.
- Food Trucks, carts or trailers which will be locate in the Right of Way (typically the street or sidewalk) are licensed by the City Clerk's (room 100A, 428-6617) and not Zoning. You do not have to complete this application.
- See additional information on attached sheet.

MINIMUM SUBMISSION REQUIREMENTS:

- ✓ Completed permit application (attached)
- ✓ Instrument Survey Map showing proposed location of Food Truck, cart or trailer
- ✓ Written description of days and hours of operation
- ✓ \$50 Fee (checks and money order payable to "City Treasurer")

HOW TO SUBMIT: Your completed permit application package can be submitted by:

- Email: zoning@cityofrochester.gov
- In person Monday, Wednesday, Friday 9am - 4pm only
- **Closed to walk-ins Tuesdays and Thursdays**
- Drop box provided at City Hall A Building lobby
- Mail: The Bureau of Zoning & Permitting
30 Church Street, Room 121B
Rochester, NY 14614

If you have questions, email: zoning@cityofrochester.gov or call (585) 428-7043 for additional instructions. **Incomplete application submissions will be returned.**
Thank you.



Helpful Information:

- The property address is the legal address used by the City of Rochester for permitting purposes may not be the same as the commonly used mailing address. Please use <http://maps.cityofrochester.gov/propinfo/> to determine the address.
- Written permission of the property owner is required including signature.
- An instrument survey map showing where the truck/cart/trailer will be parked is required.
- Your application request must include the days/times the truck/cart/trailer will be operating.
 - Food trucks/carts/trailers are limited to no more than 60 events per calendar year for certain commercial and institutional properties and no more than 2 events per calendar year for residential properties. A “weekend” (Friday, Saturday, Sunday) is considered a single event.
- Food trucks/carts/trailers are only permitted as a temporary use with certain established legal uses. They are not permitted on vacant lots.
- Food trucks/carts/trailers must be licensed by the [City Clerk’s office](#), even if they will operate on private property, to ensure the operator went through fire safety training, etc.
- If the food truck/cart/trailer is operating within any city or county park part it needs the approval of the [Department of Recreation and Youth Services \(DRYS\)](#) and/or [Monroe County Parks Department](#).
- The Certificate of Zoning Compliance (CZC) for a temporary use is issued TO THE PROPERTY, not to the food truck/cart/trailer. If approved, the CZC will state that “any licensed food truck/cart/trailer may be operated at the approved times.” Chapter 60 makes references to a “temporary zoning permit.” This is the same thing as a CZC for a temporary use.
- The CZC is for the calendar year. The permit fee of \$50 is per property, per calendar year.



BUILDING PERMIT APPLICATION and ZONING COMPLIANCE REQUEST

PROPERTY ADDRESS: _____

USE: RESIDENTIAL (1 or 2 Family) COMMERCIAL MIXED USE

APPLICANT INFORMATION:

YOUR NAME: _____ YOUR PHONE NUMBER: _____
(not a company name)

YOUR EMAIL ADDRESS: _____

YOUR MAILING ADDRESS: _____

PROPERTY OWNER:

Check if same as applicant above

Name: _____

Address: _____
(Cannot be a PO Box) (include City or Town)

Zip: _____ Phone: _____

Email: _____

CONTRACTOR: (check if same as:)

Owner Applicant (check both if applicable)

Name: _____

Address: _____
(Cannot be a PO Box) (include City or Town)

Zip: _____ Phone: _____

Email: _____

ARCHITECT: _____
OR ENGINEER

PERMIT REQUEST:

DESCRIPTION: _____

ADDITION/NEW CONSTRUCTION INTERIOR RENOVATIONS EXTERIOR RENOVATIONS

CHANGE/ESTABLISH USE DECK POOL/HOT TUB SHED/GARAGE/CARPORT

HVAC/MECHANICAL/ELECTRICAL SYSTEMS OTHER: _____

PROJECT COST ESTIMATE: (excluding plumbing & electrical) \$ _____

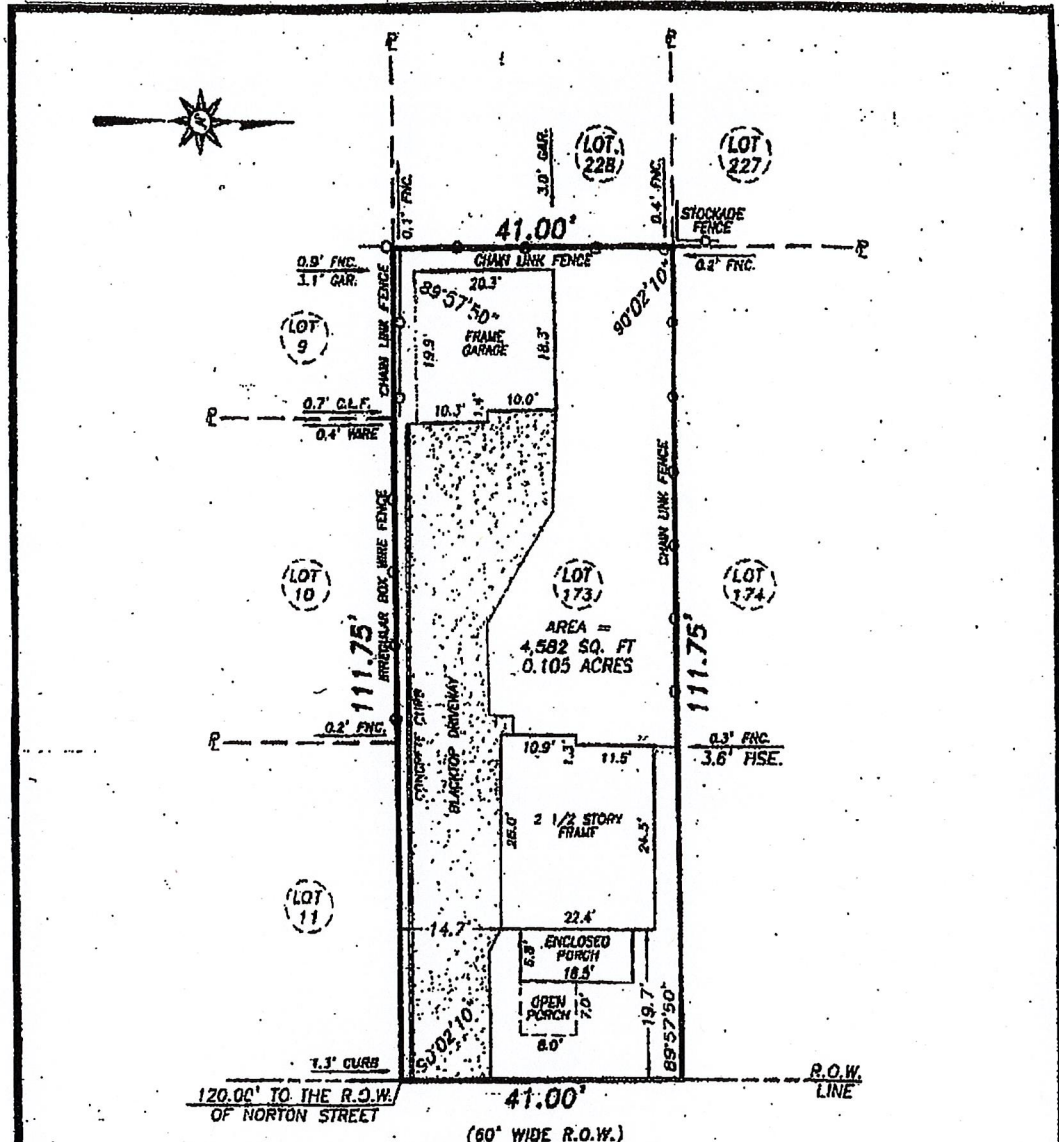
YOUR SIGNATURE: _____

DATE: _____

SAMPLE INSTRUMENT SURVEY MAP

NOTE:

- This is a sample of an Instrument Survey Map.
- The property owner should have received a copy at their closing.
- If you do not have one, you can check with your mortgage company or the attorney who handled your closing.
- The City does not keep copies of Instrument Survey maps.
- If you need to have a new one made, you need to call a Land Surveyor.



CERTIFICATION:

I, DAVID A. STAUB, HEREBY CERTIFY TO:
 -DESIREE RODRIGUEZ-MENDEZ
 -HARVEY S. BUNIS, ESQ.
 -THE BANK OF CASTLE, ITS SUCCESSORS AND/OR ASSIGNS
 -UNDERBERG & KESSLER, LLP
 -THE TITLE INSURANCE COMPANY INSURING THE MORTGAGE
 THAT THIS MAP WAS MADE OCTOBER 19, 2017
 FROM NOTES OF AN INSTRUMENT SURVEY
 COMPLETED OCTOBER 3, 2017
 AND REFERENCES LISTED HEREON.

REFERENCES:

- 1.) LIBER 38 OF MAPS, PAGE 5.
- 2.) LIBER 11058 OF DEEDS, PAGE 99.
- 3.) ABSTRACT OF TITLE No. 412329 (FIRST AMERICAN).

NOTES: 1.) PREMISES SUBJECT TO ALL EASEMENTS, RESTRICTIONS & COVENANTS OF RECORD NOT REFERENCED IN ABSTRACT OF TITLE.
 2.) THE USE OF THIS MAP IN CONJUNCTION WITH AN AFFIDAVIT OF NO CHANGES RELEASES THE SURVEYOR OF ALL RESPONSIBILITY.

N.Y.S.P.L.S. No. 50391 DATE

TITLE: **INSTRUMENT SURVEY MAP**
 BEING LOT No. _____
 OF THE RALEIGH SUBDIVISION,
 CITY OF ROCHESTER, COUNTY OF MONROE, STATE OF NEW YORK

Unauthorized alteration or addition to a survey map bearing a licensed land surveyor's seal is a violation of Section 7208, sub-section 2, of the New York State Education Law.
 *Only copies from the original of this survey marked with an original of the land surveyor's red ink seal shall be considered to be valid true copies.
 Certifications collected herein signify that this survey was prepared in accordance with the Ethics Code of Practice for Land Surveyors created by the New York State Association of Professional Land Surveyors. Such Certifications shall not, only to the person for whom this survey is prepared, but on the behalf of the title insurance underwriting agency and lending institution, shall be placed, and to the attention of the lending institution. Certifications are not transferable to additional institutions or subsequent owners.
 An electronic file of Triple Point Land Surveying, LLC. are solely the property of Triple Point Land Surveying, LLC. Said electronic files may not be distributed or any other to third parties for any purpose whatsoever.

TRIPLE POINT LAND SURVEYING, LLC.
 18 EAST MAIN STREET SUITE 320
 ROCHESTER, NEW YORK 14614
 PHONE (585) 263-3950
 FAX (585) 263-3581
 TRIPLEPOINTSURVEYING@YAHOO.COM

SCALE: 1" = 20' TAX ACCOUNT: _____ JOB NO: _____ DATE: _____