

**TOWNSHIP OF LACEY
DEPARTMENT OF COMMUNITY DEVELOPMENT
BOARD OF HEALTH**

MAILING ADDRESS: 818 LACEY ROAD, FORKED RIVER, NJ 08731

**OFFICE LOCATION: 124 SOUTH MAIN STREET, FORKED RIVER, NJ 08731
(609) 693-1100 EXT. 2250 FAX (609) 242-6480**

LACEY TOWNSHIP TEMPORARY RETAIL FOOD ESTABLISHMENT

Please ***complete the enclosed application*** and return with your check payable to Lacey Township in the amount of **\$10.00** for a Temporary Food Establishment License.

Temporary retail food establishment licenses shall not exceed ten (10) consecutive calendar days.

Any event being held outside of the establishment needs to obtain **Special Event Approval**. To obtain this approval you must apply for a **Zoning Permit - six (6) weeks prior to the event**. When applying you must submit a **Layout Plan of the Event**. This plan must indicate times, dates, any equipment/tents being setup, vendors, flow of pedestrian traffic plus any promotional signage being proposed. There is no fee for the Zoning Review.

The layout plan will be reviewed by Zoning Officer, Township Administrator and Chief of Police.

The Zoning Office will contact applicants upon Township Approval of said event.

Applications should be submitted to the Office of Community Development located at 124 South Main Street, Forked River. Our office hours are from 8:30 am to 4:30 pm Monday through Friday.

NOTE: IF YOU ARE MAILING IN YOUR APPLICATION OR APPLYING IN PERSON PLEASE MAKE SURE YOU ENCLOSE/BRING YOUR "LAYOUT PLAN", SO THERE WILL BE NO DELAY IN REVIEWING YOUR SUBMISSION FOR YOUR SPECIAL EVENT.

Thanking you in advance for your cooperation in this matter.

Korinne Vincenzi

Lacey Township Board of Health
Department of Community Development