

**CITY OF TRAVERSE CITY  
APPLICATION FOR SOLICITATION PERMIT**



Name of Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Street City State Zip

Type of Organization: Religious \_\_\_ Charitable \_\_\_ Educational \_\_\_ Citizen Group \_\_\_ Patriotic \_\_\_  
(Check One)

Individual's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Address: \_\_\_\_\_

Street City State Zip

Purpose of Solicitation: \_\_\_\_\_  
(educational; membership drive; fund-raiser for)

Type of Solicitation: \_\_\_\_\_  
(soliciting contributions; purchase of goods or services)

Location of Solicitation: \_\_\_\_\_  
(walking or fixed stand; and location)

Dates: \_\_\_\_\_ and Times: \_\_\_\_\_

Number of secondary solicitors, if any: \_\_\_\_\_ MI Solicitation No. \_\_\_\_\_

Date of last request for solicitation: \_\_\_\_\_ Have you ever had a previous application  
revoked? \_\_\_\_\_ If so why? \_\_\_\_\_

Have you ever been convicted of a felony under the laws of the state, any other state, or federal law of the United States? \_\_\_\_\_

Soliciting in residential areas? \_\_\_ Yes \_\_\_ No. If yes, attach names and driver's license numbers of all persons because police investigation is required.

First time applicant must attach a copy of their IRS Tax Exemption letter or other government issued proof of non-profit status. \_\_\_\_\_

If Citizen Group, is copy of Attorney General Certificate attached? \_\_\_\_\_

If fixed location, is the permission slip from the property owner attached? \_\_\_\_\_

If using a sign, is the Sign Permit attached? \_\_\_\_\_

If selling food products, is the Health Department or Agriculture Permit copy attached? \_\_\_\_\_

**The undersigned, declares the following: that he\she wishes to be permitted to perform the operation, service or act stated hereon; that the statements made above are true and correct to the best of his/her knowledge and belief; that he/she will comply with all provisions of the ordinances of the city of Traverse City relative to the operation, service or act for which the permit is requested; that he/she agrees to hold the city of Traverse City free and harmless from all liability which may be imposed upon it and to reimburse the city of Traverse City for all expenses of litigation in connection with the defense of claims as such liability and claims may arise because of negligence in the performance of the work or act for which the permit was issued.**

**The undersigned further declares that the net proceeds over reasonable expenses thereof, will be used for a charitable, religious, patriotic, civic, education or philanthropic purpose.**

**The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.**

The Fee is \$10.00 for each permit. Citizen and religious groups are exempt from fee.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

Above conditions approved and Fee paid \$\_\_\_\_\_:

\_\_\_\_\_  
Debbra A. Curtiss, City Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Police Dept. Approval  
(For Residential Area)

\_\_\_\_\_  
Date

**CHECKLIST FOR SOLICITORS PERMIT**  
**THE FOLLOWING IS NEEDED BEFORE A SOLICITOR PERMIT WILL BE ISSUED**

- \_\_\_\_\_ 1. Location to be used (See Guidelines for Solicitors). If at a fixed location, solicitor must obtain written permission from the commercial private property owner (Sample attached). If using a sign, must obtain a sign permit from City Planning and Zoning Administrator. If residential area, Police Department approval required.
- \_\_\_\_\_ 2. If first time applicant, a copy of your Michigan Solicitors License or letter from the IRS or other government issued proof declaring tax exempt status.
- \_\_\_\_\_ 3. A copy of your Health Department Permit if you are selling food products for immediate consumption that were NOT packaged by the manufacturer. Grand Traverse Health Dept., 2325 Garfield Rd. #B, between 8am and 5pm, Monday through Friday, (231) 922-4833. Or if fresh meats, frozen foods, etc. contact the Department of Agriculture at (231) 922-5210.
- \_\_\_\_\_ 4. A fee of \$10.00 for the Permit and one badge and \$1.00 for each additional badge.
- \_\_\_\_\_ 5. Once you have completed steps 1 - 4, bring in the completed application and attachments to obtain your solicitor's license to the City Clerk's office, 400 Boardman Avenue, between 8am and 5pm, Monday through Friday, (616) 922-4480; closed Memorial Day, 4th of July and Labor Day.

The National Cherry Festival handles the solicitors on the Open Space during the Cherry Festival. Solicitors interested in the Open Space should contact the National Cherry Festival directly at (231) 947-4230; 250 East Front Street, Suite 301, Traverse City, MI 49684. Soliciting on the Open Space is ONLY allowed during Cherry Festival.

## **GUIDELINES FOR SOLICITORS**

**Proof of Permit.** When this office receives a completed application, with all attachments required, this office will then issue a City of Traverse City Permit and Identification Badge. The Identification Badge shall be in position or a standard identifiable uniform worn at all times while soliciting.

Soliciting of any kind is **not permitted** in City Parks including the water area of the Park. Soliciting is not allowed in or on the water adjacent to public beaches. This is considered part of the parks to be used for recreational purposes.

Michigan Health Department approval is required for any sale of food or beverages for immediate consumption that are NOT packaged by the manufacturer. The Department of Agriculture approval is required for any sale of fresh meat or frozen foods not intended for immediate consumption.

### **Duties:**

1. Solicitors must:

- A. Immediately and peacefully depart from premises when requested.
- B. Identify him/herself and the name of the organization they represent.
- C. Reveal all information contained on the application.

2. Solicitors must not:

- A. Solicit upon a premise in defiance of a posted notice stating "No Solicitors or Peddlers", "No Solicitors."
- B. Approach drivers of motor vehicles.
- C. Approach customers in stores without store manager permission.
- D. Touch people physically while making sales.

### **Residential Area:**

1. Police Department investigation required. Time line and requirements at discretion of TCPD. Please attach a list of names and driver's license numbers of all solicitors.

2. No Soliciting prior to 9:00 am or after 9:00 pm or sunset whichever is earlier on any weekday or Saturday; or at any time on a Sunday, New Years Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day or Christmas Day.

### **Walking Solicitors:**

1. Are permitted on City sidewalks except in City parks and beaches.
2. Shall have the identification badge displayed in the front torso area or wear a standard identifiable uniform.

### **Solicitors working from Stands:**

1. Shall receive written permission from a commercial property owner to use his/her premises. This cannot be done on any City property which includes City sidewalks and streets. Stands cannot be set up in residential areas. Stands situated on corners must be set back far enough to meet "Clear Vision Area" requirements.

## **GUIDELINES FOR SOLICITORS (con't)**

2. The badge shall be displayed on a conspicuous place on the exterior front of the stand visible by customers. (Individuals working at the stand need not have an identification badge.)
3. The owner shall have a sign permit issued by the City Planning and Zoning Administrator if a sign is used to advertise merchandise offered for sale from a fixed location.

### **Pushcarts, Wagons, Pedal Carts or Motor Vehicles:**

Pushcarts and wagons are restricted to sidewalks in the residential districts. Pedal carts are restricted to sidewalks in the residential districts and are permitted on all City streets in accordance with the Michigan Vehicle Code.

Motor Vehicle Solicitors are permitted on all City streets. Shall keep moving - stopping only to make sales - shall not draw crowds - must not obstruct other traffic.

Any solicitor using a motor vehicle or pedal cart in a street, when stopped, shall place the vehicle parallel to and within twelve inches of the curb and shall depart from such place as soon as the sale has been completed.

**PERMISSION SLIP  
FOR USE OF COMMERCIAL PRIVATE PROPERTY**

Solicitor's Name: \_\_\_\_\_

The following is to be completed by a commercial private property owner (C3 & C4 districts only).

I, \_\_\_\_\_ hereby certify that the above named person has contacted  
(Property Owner - Print Name)  
me for my permission to use my property located at \_\_\_\_\_,  
(Address of Property)  
more commonly known as \_\_\_\_\_ for the  
(Name of business if applicable)  
period of time from \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Property Owner)