

The following information must be completed in order to apply for a permit to solicit within the Township of Carrollton, in accordance with the Township Ordinance, **Chapter 18 Article III**. For a complete copy of the ordinance, please contact the Township Clerk's office. **READ THE INSTRUCTIONS THOROUGHLY. ANSWER ALL QUESTIONS COMPLETELY. FAILURE TO DO SO WILL RESULT IN REJECTION OF YOUR APPLICATION AND YOU WILL NOT BE CONSIDERED FOR A PERMIT UNTIL THE APPLICATION IS MADE COMPLETE.** Please print legibly.

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## **Section 1. APPLICANT INSTRUCTIONS**

Definitions. The following words and terms shall be defined for the purposes of this application.

(1) "Person" means an individual, organization, group, association, partnership, corporation, trust, business entity or any combination of the above. (2) "Public place" means a place owned by the Township of Carrollton. (3) "Soliciting material" means printed or similar materials including, but not limited to, labels, posters, brochures, flyers, pamphlets, magazines, booklets, books and other like items used in the course of and for the purpose of soliciting. (4) "Solicitor" means a person who solicits when traveling either by foot, automobile, motor truck or other means of conveyance from place to place, from house to house, or from street to street. "Solicitor" includes, but is not limited to, the words canvasser, peddler and hawker. (5) "Solicit" means the act of offering or attempting to offer wares, merchandise, services, items of personal property, or real property, either for immediate or future delivery; or the act of seeking or attempting to seek contributions of money or services, for charitable or commercial purposes.

Permit Required. No person shall be a solicitor and/or solicit in the Township of Carrollton without first obtaining a permit. Upon approval, a permit is issued for the activity.

Waiting Period. An application for a permit shall be made to the Township Clerk not less than forty five (45) days prior to commencing any solicitation activity. In the event the application is made by an organization, group, association, partnership, corporation, trust, business entity or any combination of the above, the applicant must supply information for each agent or employee who will solicit. The information required is in Section Three (3) below.

Permit Refusal. Upon review and investigation of the application and the information contained therein the Township Clerk may refuse to issue the permit for any one or more of the following reasons: (1) The applicant has failed to comply with the provisions and requirements of this article; (2) The applicant has been found to have violated a provision of this article within the two years immediately preceding the date of application; (3) The applicant has been denied a permit pursuant to this article within the immediate past year, unless the applicant shows to the satisfaction of the Township Clerk that the reasons for such earlier denial are no longer valid; (4) The applicant falsified information on the application or has not fully completed the application; (5) The applicant has been convicted of a crime or a municipal civil infraction if the civil infraction is related to the activities covered by this article; (6) The location, time, or method of solicitation will block or congest streets or sidewalks, impede the free flow of pedestrian or automobile traffic, or will otherwise endanger the health, safety and/or welfare of the public.

Permit Revocation. A permit may be suspended or revoked by the Township Director (or his/her designee) for violation of this article after reasonable written notice and a hearing by the Township Director.

Prohibited activities. The following acts or activities shall be prohibited: (1) *Fixed stands prohibited.* No solicitor shall stop or remain in one place upon any street, alley, or public place unless the solicitor has rented the public place from the Township. (2) *Prohibited areas.* No solicitor shall obstruct any street, alley, sidewalk or driveway. (3) *Curb service prohibited.* No solicitor shall operate or maintain any stand, vehicle, store or place of solicitation on or near any street or highway. No solicitor shall be permitted to use the streets, alleys or lanes of the Township to solicit or to use any stands, stores, or other places of transaction in any manner that requires the person wishing to participate in a transaction, when engaged in the transaction, to stand within the limits of the streets, lanes, highways or alleys of the Township. (4) *Prohibiting of entry upon private property expressly requesting no solicitation.* No solicitor shall enter upon and/or call upon a place of residence or business within the Township after having been expressly notified by an occupant of the place of residence or business or by a sign posted on the residence or business that no solicitation is desired and/or other language specifically conveying the message that no solicitation is desired. No solicitor shall enter upon and/or call upon a place of residence or business within the Township which is designated on the list kept at the Township Clerk's office pursuant to Sec 18-58 (5) *Prohibition of harassment or creation of nuisance.* No solicitor shall threaten or harass any person in the Township in the course of a solicitation or in any way engage in any conduct, which creates or would tend to create a nuisance. Failure to exercise proper courtesy and respect or engaging in obnoxious sales tactics or behavior shall be grounds for the withdrawal of his permit and further police action as permitted by law.

Hours of operation. Solicitations are only allowed within the Township between the hours of **10:00 A.M. and 8:00 P.M.**

Exempt persons. The following persons shall be exempt from the provisions of this article: (1) Persons engaged in the distribution of newspapers. (2) Persons residing in the Township engaged in soliciting within the Township for an educational, charitable, religious or youth organization. (3) Persons engaged in noncommercial, religious canvassing. (4) Persons engaged in the distribution of hand bills, signed or unsigned, political or otherwise. (5) Persons vending in a Township Park with the permission of the Township Board. (6) Farmers or others selling home grown produce.

Miscellaneous. No permit shall be transferred. No automatic renewal or continuation of any permit granted under this article shall be implied and each such permit shall expire on the date specified in the permit. An administrative processing fee for a solicitor's permit application shall be established by the Township Board as part of the Township's annual fee schedule and said administrative processing fee shall be paid when the application is filed with the Township.

## **Section 2. APPLICANT'S AGREEMENT & UNDERSTANDING**

I HAVE READ, UNDERSTAND AND AGREE TO THE ABOVE LISTED TERMS SHOULD I BE ISSUED A SOLICITOR'S PERMIT. I FURTHER ATTEST THAT ALL INFORMATION PROVIDED BELOW IS TRUE & ACCURATE ACCORDING TO THE BEST OF MY ABILITY.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Section 3. PERSONAL INFORMATION**

**Please attach a copy of your current driver's license or state issued personal identification card.**

Date \_\_\_\_\_ Name \_\_\_\_\_  
First Middle Last

Telephone Nos. \_\_\_\_\_  
Home/Cell/Fax/Other Home/Cell/Fax/Other Home/Cell/Fax/Other

Email Address \_\_\_\_\_ Taxpayer ID No \_\_\_\_\_

Current Address \_\_\_\_\_  
No./Street City State Zip Code

Length of Residence @ the Above Current Address \_\_\_\_\_

Physical Description: Height \_\_\_\_\_ Weight \_\_\_\_\_ Hair Color \_\_\_\_\_ Eye Color \_\_\_\_\_

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_  
No./Street City State Zip Code

Business Telephone Nos. \_\_\_\_\_  
Business/Cell/Fax/Other Business/Cell/Fax/Other Business/Cell/Fax/Other

Type of Business and Year Established \_\_\_\_\_

The Corporate Address of the Business (if different from above):

\_\_\_\_\_ No./Street City State Zip Code  
Corporate Telephone Nos. \_\_\_\_\_  
Business/Cell/Fax/Other Business/Cell/Fax/Other Business/Cell/Fax/Other

Person Above & Relationship/Position with the Business \_\_\_\_\_

**-FOR OFFICE USE ONLY-**

Date Received \_\_\_\_\_ By \_\_\_\_\_ Application Fee Paid: **\$25.00**  
Application Information checked by \_\_\_\_\_ OK/or the Following Information is Lacking:

Chief of Police Check: [ ] Approved [ ] Denied. Reasons for recommending denial: \_\_\_\_\_

Chief's Signature \_\_\_\_\_ Date \_\_\_\_\_

**FEE COMPUTATION:**

Assistants \_\_\_\_\_ @ \$50.00  
Total Fee: \_\_\_\_\_

Term of Permit: From: \_\_\_\_\_ To: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Permit No. \_\_\_\_\_

**Section 4. SOLICITING INFORMATION.**

1. Please provide a brief description of the nature of the solicitation contemplated, including the methods to be used and the types of wares, merchandise, services, items of personal property, or real property to be sold. Note if information is attached. \_\_\_\_\_  
\_\_\_\_\_
  
2. Please advise the dates, hours and location for which the right to solicit is sought (no permit will be granted for a period of more than 30 days).  
Day(s) \_\_\_\_\_ Week(s) \_\_\_\_\_
  
3. Please attach proof or initial that the applicant has obtained all licenses required by all governmental agencies, including, but not limited to, a sales tax license. \_\_\_\_\_ - Applicant's initials here.
  
4. Please attach a copy of the vehicle(s) registration(s) issued by the state where the vehicle is licensed and vehicle information including the manufacturer, make, year, color, and vehicle identification number of all vehicles to be used for the solicitation.
  
5. Please list the place(s) where the wares, merchandise, services, items of personal property or real property are located, manufactured or produced, where such items are located at the time said application is filed and the proposed method of delivery. If the service consists of a tour, a description of the tour's content. Note if information is attached. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
6. Has the applicant or the employer and/or principal organization been convicted of any felony, misdemeanor, or municipal civil infraction, the nature of the offense? [ ]Yes. [ ]No. If yes, please list the date and place of the violation and the punishment or penalty assessed therefor. Note if information is attached.  
\_\_\_\_\_  
\_\_\_\_\_
  
7. If the applicant intends to handle or sell anything edible by human beings, does the applicant certify that he/she is free of any known infections, contagious or communicable disease. [ ]Yes. [ ]No. If the applicant is not a person, the certification shall be made on behalf of all agents or employees of the applicant who will solicit. *Please note that health department and other permits may also be required and that is the applicant's responsibility.* \_\_\_\_\_ - Applicant's initials here.
  
8. Please attach a site plan/sketch indicating the lay-out of where the proposed activity will take place on the property if a fixed area is being requested. Please note applicable property lines and location of the street and the public right(s)-of-way.