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City of Traverse City

Office of the City Clerk

GOVERNMENTAL CENTER  
400 Boardman Avenue  
Traverse City, MI 49684  
(231) 922-4480  
tcclerk@traversecitymi.gov



Dear Vendor:

**Subject: Application for Horse & Carriage Services**

Thank you for your interest in adding to our community by providing horse & carriage services to our citizens and visitors.

Enclosed is a Horse & Carriage Vendor Application packet, which must be completed in its entirety in order to offer this service.

Once your application and all required documents have been received, the City Clerk's Office will obtain approvals from the appropriate departments and agencies. Once your request is approved, the City Clerk's Office will issue you a formal *Horse & Carriage License Permit*.

We hope this information is helpful! The City of Traverse City looks forward to working with you to compliment the living experience in Traverse City! Should you have any questions, please feel free to contact anyone in the City Clerk's Office at (231) 922-4480 or contact Colleen Paveglio at [cpaveglio@traversecitymi.gov](mailto:cpaveglio@traversecitymi.gov).

Most Sincerely,

A handwritten signature in blue ink, appearing to read "Benjamin Marentette".

Benjamin Marentette, CMC  
City Clerk



**CITY OF TRAVERSE CITY**  
**APPLICATION FOR HORSE & CARRIAGE SERVICES**  
(City Ordinance 865)

Name of Business: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Applicant's Name: \_\_\_\_\_  
First Middle Last

Address: \_\_\_\_\_  
Street City State Zip

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

Date of Birth: \_\_\_\_ \ \_\_\_\_ \ \_\_\_\_ Driver's license No. \_\_\_\_ \ \_\_\_\_ \ \_\_\_\_ \ \_\_\_\_

Owner of Carriage: Yes \_\_\_\_ No \_\_\_\_ If No, Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_  
Street City State Zip

Owner Email: \_\_\_\_\_

Operator of Carriage: Yes \_\_\_\_ No \_\_\_\_ If No, Owner Name: \_\_\_\_\_

Operator Address: \_\_\_\_\_  
Street City State Zip

Operator Email: \_\_\_\_\_

Have you ever had a previous application revoked? \_\_\_\_\_  
If so why \_\_\_\_\_

Proposed Location:

\_\_\_\_\_  
(Location)

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

Date of last request for vending: \_\_\_\_\_

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

## Insurance Coverage

Horse & Carriage vendors are required to provide a certificate of General Liability in the amount of \$1 Million per occurrence, naming the City of Traverse City as additional insured, as well as provide an **Endorsement** to the policy naming the City of Traverse City as additional insured.

## Additional Requirements

- There is a \$15/day fee for the use of the public parking space
- Carriage inspection must be approved by the Police Department
- A valid certificate of health or veterinarian certificate for all horses, filed annually
- Written description and picture of carriage
- Operator must appear in person, provide a valid Michigan ID or Driver's License for a background check
- Display a reflectorized slow-moving-vehicle emblem and other reflectors
- Display, to each side of the carriage a light that is visible at night
- Display at least two headlights with at least one on each side of the carriage and two taillights with at least one on each side of the vehicle which shall comply with the requirements of Section 257.695 of the Michigan Vehicle Code;
- Be equipped with sufficient seats for the operator and all passengers;
- Seat not more than six adult occupants, or not more than six children under the age of 12 and one adult occupant, or not to exceed manufacturer's recommended safe seating capacity for the vehicle being used, in addition to the operator
- Maintain a rubber surface on the wheel traction surface
- Not be wider than eight feet, including fenders, running boards and safety mirrors and devices
- Display the horse-drawn carriage license in the carriage at all times

## Horse Care Standards

- Horses must be fitted with a device to catch all manure or solid waste and dispose of it and any urine in an approved manner except when inside the transport vehicle;
- Horses are attended at all times, including when loading and discharging passengers;
- Horses have received a valid certificate of health or veterinarian certificate which shall be filed with the Clerk's Office annually; and
- Horses are not subject to any cruel or harassing treatment.

## Rules & Regulations

- There shall be no more than teams of two horses for each individual carriage, and the carriage must be designed to be pulled by a team of two horses or less.
- Each operator must have signage for their carriage stop. One sign per stop is required and such signs shall comply with requirements of the sign ordinance. Sign size requirements will be set by the Zoning Administrator. Fees for carriage rides will be noted on their carriage stop signs. Fees for carriage rides will be noted on their carriage stop signs.
- No alcoholic beverages are allowed in carriages.
- Horse-drawn carriage stops shall be as approved and listed on the application. Any recommendations for revisions to these stops shall be submitted to and approved by City Departments. Approved stops are the only locations where the carriage operators can pick up and drop off passengers.
- Horse-drawn carriages will be allowed to operate from 8:30 a.m. to 11:00 p.m. seven days a week year-round. The Chief of Police shall from time to time set operating times that are most acceptable in terms of public health and safety, but no operation of carriage service shall be allowed between the hours of 11:00 p.m. and 8:30 a.m.
- No horse-drawn carriages will be allowed to operate during the annual National Cherry Festival.
- Operators may operate carriages on any streets within the Downtown Development District. Any recommendations for revisions to these routes shall be submitted to and approved.

## Renewal of Permit

Horse & Carriage permits are valid from May 1 to October 1 of each year, and must be renewed annually. If you had two or more violations in the previous permit year, the City is unable to renew your permit.

**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 license 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 license was issued.**

**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.**

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

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