



Dear Solicitor:

Subject: Solicitor Permit

If you are charitable, religious, patriotic, civic, educational, or philanthropic, recognized as such by the IRS, looking to promote or sell items within the City of Traverse City, you will need a Solicitor's Permit. Attached are a Solicitors Permit Application and Guidelines outlining the regulations. Please familiarize and adhere to the Traverse City Code of Ordinances Chapter 862, Solicitors and Chapter 1064.17, Solicit in Parks which can be viewed in their entirety at https://library.municode.com/mi/traverse_city/codes/code_of_ordinances?nodeId=PTEIGHTBU_RETACO_TITWOBURE_CH862SO and https://library.municode.com/mi/traverse_city/codes/code_of_ordinances?nodeId=PTTENSTUT_PUSECO_TITSIXOTPUSE_CH1064PA.

When submitting your application, please have the application completed in its entirety, and include the following:

- 1). \$10.00 Application fee. (Citizen and Religious groups are exempt)
- 2). A current 1" x 1" photo of individual or organization soliciting.
- 3). A copy of your Michigan Solicitors License or letter from the IRS or other government issued proof declaring tax exempt status.
- 4). If Citizen Group, include a copy of the Attorney General Certificate.
- 5). If using a sign, include a sign permit from the City Zoning Administrator; David Weston (231) 922-4464
- 6). If selling food products for immediate consumption that are NOT packaged by the manufacturer, please include a copy of the Health Department or Department of Agriculture Permit.
- 7). If operating in a residential area, an investigation is required. Please attach a copy of driver's license or state id's of all solicitors.

Once your application and required attachments have been submitted, the City Clerk's Office will facilitate approval. If soliciting in a residential area, a 72-hour processing period is required. Upon approval of your request, the City Clerk's Office will issue you a formal **Solicitor's Permit**.

We hope this information is helpful. The City of Traverse City looks forward to working with you. Should you have any questions please feel free to contact the City Clerk's office at (231) 922-4480 or tcclerk@traverscitymi.gov

Most sincerely,

A handwritten signature in blue ink, appearing to read "Amy S. [unclear]".

Benjamin C. Marentette, CMC
City Clerk



**CITY OF TRAVERSE CITY
APPLICATION FOR SOLICITOR PERMIT**

Name of Organization: _____

Address: _____
Street City State Zip

Type of Organization: _____
(Religious, Charitable, Educational, Citizen Group, Patriotic, Philanthropic- **MUST BE ONE**)

Individual's Name: _____ Birthdate: _____

Email: _____ Phone No. _____

Address: _____
Street City State Zip

Purpose of Solicitation: _____
(Educational, Membership Drive, Fundraiser)

Type of Solicitation: _____
(Contributions, purchase of goods or services)

Location of Solicitation: _____
(Indicate walking or Fixed Stand and Location)

Number of secondary solicitors, if any: _____ MI Solicitation No. _____
For Secondary Solicitors who will be in direct charge of conducting solicitation, please attach an additional piece of paper which includes: Name, Address, Phone, Birthdate, and Email Address.

Date of last solicitation permit: _____ Have you ever had a previous application revoked? _____ If yes, 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? ___ Yes ___ No
- Soliciting in residential areas? ___ Yes ___ No If yes, attach a copies of driver's licenses or state IDs of all persons for required investigation.
- Have you attached a copy of your IRS Tax Exemption letter or other government issued proof of non-profit status. ___ Yes ___ No
- Are you using a sign? ___ Yes ___ No If yes, please attach a copy of the sign permit.
- Are you selling food products NOT packaged by the manufacturer? ___ Yes ___ No If yes, please attach a copy of your Health Department or Agriculture Permit.

- Are you a Citizen Group? ___ Yes ___ No If yes, please attached a copy of Attorney General Certificate.

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.

Date: _____

Signature of Applicant

Above conditions approved and Fee paid \$ _____

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

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 Identification Badge. The Identification Badge shall be displayed or worn at all times when soliciting. For groups with multiple solicitors, apparel may be worn identifying them with the group.

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 and is 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. Bakery items for a fundraiser are specifically exempt from Health Department approval per state law. (For example, a bake sale does not need Health Department approval, but a hotdog sale would need Health Department approval.) Contact Grand Traverse County Health Department, 2650 LaFranier Road, between 8am and 4:30pm, Monday through Friday, (231) 995-6051. Or if fresh meats, frozen foods, etc. contact the Michigan Department of Agriculture and Rural Development, at (800)292-3939.

Duties:

1. Solicitors must:

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

2. Solicitors must not:

- A. Solicit upon a premise in defiance of a posted notice stating "No Solicitors or Transient Merchants" , "No Solicitors."
- B. Approach drivers of motor vehicles.
- C. Approach customers in stores without store manager permission.
- D. Touch people physically while making sales.
- E. Shall not solicit on public property within an area equal to one Traverse City block from a city-authorized event, including street fairs, public festivals, and farmer's markets, except with the permission of the sponsor.

Residential Area:

1. A background investigation is required. Please attach a copy of driver's licenses or state id's of all those wishing to solicit.

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 Year's 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 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. Solicitors setting up a structure in the C-4 District shall not leave the structure unattended for a period of more than 2 hours; and the structure must be removed between 12 a.m. and 6 a.m.
2. The badge shall be displayed on a noticeable place on the exterior front of the stand visible by customers.
3. If a sign is used to advertise merchandise offered for sale from a fixed location, the owner shall have a sign permit issued by the City Planning and Zoning Administrator.

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.

National Cherry Festival

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.