



Dear Applicant:

Subject: Application for a Pedicab License

Enclosed is an Application for a Pedicab License which must be completed in its entirety prior to submission. Please familiarize yourself and adhere to the Traverse City Code of Ordinances Chapter 867 *Pedicab Public Transportation* which can be viewed in its entirety at:

https://library.municode.com/mi/traverse_city/codes/code_of_ordinances?nodeId=PTEIGHTBU_RETACO_TITWOBURE_CH867PEPUTR.

When submitting your application, please include the following:

- 1). \$75 Application Fee
- 2). Certificate of Insurance for Comprehensive General Liability in the amount of \$1 Million per occurrence, naming the City of Traverse City as additional insured;
- 3). Description of methods, procedures and equipment to be used;
- 4). A photograph of the pedicab;
- 5). List of the names, ages and addresses of drivers;
- 6). Map of the city showing locations of proposed routes including locations of proposed "stations," places to store pedicab, stands or pickup points;
- 7). List of principal officers of the corporation OR names and addresses of trustees of owners.

Once your application and required documents have been received, the City Clerk's Office will obtain approvals from the appropriate departments and agencies to determine conditions related to the health, safety and welfare of the city. Once all departments have approved your request, the City Clerk's Office will issue you a formal ***Pedicab License***.

Please note that all Pedicab Licenses will expire on December 31 of each year.

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 tcclerk@traversecitymi.gov

Most Sincerely,

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

Benjamin Marentette, MMC
City Clerk

