

**The City of Swartz Creek**

**Application for Commercial Solicitation**

This application is for solicitation on private property only, including door-to-door solicitation. Commercial Solicitation is not permitted on public property and/or the public right-of-way. All regulations with regard to commercial solicitation can be found in the Swartz Creek City Code, Ordinance 414 Sections 1 through 12-5.

Door-to-Door Solicitation: This typically involves face-to-face interactions between solicitors and residents and **is subject to criminal background checks.**

Soliciting may take place within the City **between** the hours of **9:00 a.m.** and **8:00 p.m.** or **sunset, whichever occurs earlier.**

1. Name, address, telephone number and e-mail of organization/company:

Organization: \_\_\_\_\_

Telephone #: \_\_\_\_\_

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

E-Mail: \_\_\_\_\_

2. Name and address of person directly in charge of solicitation:

\_\_\_\_\_  
\_\_\_\_\_

Credentials establishing relationship between employer and applicant: \_\_\_\_\_

\_\_\_\_\_

Name: Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Permanent Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Local Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home phone number: (\_\_\_\_) \_\_\_\_\_ Work phone number: (\_\_\_\_) \_\_\_\_\_

Date of Birth (month/day/year): \_\_\_\_\_

Sex: \_\_\_\_\_ Race: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

3. Please attach applicant's Driver's License or Photo I.D.

Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_

If "Yes," When: Where: \_\_\_\_\_

Charge(s): \_\_\_\_\_

Have you ever been convicted of a violation of a solicitor's ordinance? Yes \_\_\_\_\_ No \_\_\_\_\_

If "Yes," explain: \_\_\_\_\_

4. Specific Area where solicitation will take place in the City of Swartz Creek: \_\_\_\_\_

5. Number of agents and employees to be engaged in solicitation: \_\_\_\_\_

6. Please indicate the expected dates of solicitation: \_\_\_\_\_ to \_\_\_\_\_

7. Please name any other community in which this organization has solicited within the past 3 years:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Please list each solicitor individually on pages 4-5.

9. A Brief Description of the Nature of Solicitation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

10. Location of merchandise, service, items etc.to be used: \_\_\_\_\_

\_\_\_\_\_  
Where items are manufactured/produced: \_\_\_\_\_

\_\_\_\_\_  
Proposed method of delivery: \_\_\_\_\_

\_\_\_\_\_  
11. Does the applicant certify that if a permit is granted, it will not be used or represented in any way as an endorsement by the City of Swartz Creek or by any department thereof? Yes \_\_\_\_\_ No \_\_\_\_\_

12. Does the applicant certify that if a permit is granted, no children under the age of 16 years of age will be permitted to solicit money without parent/guardian supervision? Yes \_\_\_\_\_ No \_\_\_\_\_

All of the above statements are true to the best of my knowledge, information and belief. All questions have been answered, and if any change in fact, policy or method occurs subsequent to the date of this application, or the issuance of a permit, the applicant will notify the City Manager in writing within 24 hours after such a change.

**Signed:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

Name (Print): \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

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

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

**FOR OFFICE USE ONLY:**

**Date Received:** \_\_\_\_\_

**Date Approved:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_

## Door-to-Door Solicitation Permit Roster

**Name:**

**Sex:**

**Race:**

**D.O.B:**

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**PLEASE ATTACH ADDITIONAL SHEETS IF NECESSARY**

**Group Leader:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Organization:** \_\_\_\_\_ **Date:** \_\_\_\_\_

5/2014