

# CHARTER TOWNSHIP OF CHESTERFIELD

VENDING LICENSE APPLICATION ORD. #74

DATE: \_\_\_\_\_

LICENSE #: \_\_\_\_\_

Name of Applicant or Organization \_\_\_\_\_

Name of Person Responsible: \_\_\_\_\_

Driver's License # \_\_\_\_\_

Business Address: \_\_\_\_\_ Telephone # \_\_\_\_\_

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

Names of Persons Participating: \_\_\_\_\_

General Location of Vending: \_\_\_\_\_

Parcel Number of Address: \_\_\_\_\_

Product(s) Description: \_\_\_\_\_

Sales Tax License # \_\_\_\_\_

Dates of Vending: \_\_\_\_\_

*Note: Allow 3 days to process. Allowed a maximum of four (4) permits per year, per applicant, or location, for a maximum of three (3) days each.*

Special seasonal commercial vending permits may be used for the sale of seasonal trees, wreaths and blankets. (USE THE BOX ON THE BACK OF THIS SHEET TO SHOW THE LOT SIZE, PARKING LOCATIONS & THE REQUIRED PERMIT NUMBERS). Permits shall be valid from Thanksgiving Day to December 31.

In the event of questions, the following person is to be contacted and is responsible for the site and vending:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

*The undersigned hereby agrees to comply with all rules and regulations of the Charter Township of Chesterfield Soliciting and Vending Ordinance #74 and Amendments. License may be suspended if provisions of Ordinance #74 and its amendments according to Section 5.2 are violated.*

APPLICANT SIGNATURE: \_\_\_\_\_

OWNER SIGNATURE: \_\_\_\_\_

**\*NO VEHICLES, MERCHANDISE OR SIGNS ARE ALLOWED IN THE RIGHT OF WAYS\***

**FOR OFFICE USE ONLY:**

**DEPARTMENTAL APPROVAL**

**BUILDING DEPARTMENT:**

Zoning: \_\_\_\_\_ Frontage on Road: \_\_\_\_\_ ft.

*Check Appropriate Line:* Vacant Property: \_\_\_\_\_ Improved Property: \_\_\_\_\_

*Recommendation:* Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ By: \_\_\_\_\_

REASON FOR DENIAL: \_\_\_\_\_  
\_\_\_\_\_

**POLICE DEPARTMENT**

Property Location from Intersection: \_\_\_\_\_ ft.

*Parking:* Adequate \_\_\_\_\_ Inadequate \_\_\_\_\_ *Potential Traffic Hazard:* Yes/No

*Recommendation:* Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ By: \_\_\_\_\_

REASON FOR DENIAL: \_\_\_\_\_  
\_\_\_\_\_

**LICENSE ISSUING DEPARTMENT - CLERK'S OFFICE**

*Recommendation:* Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ By: \_\_\_\_\_

REASON FOR DENIAL: \_\_\_\_\_  
\_\_\_\_\_

Permit Fee: \$ \_\_\_\_\_

Bond: \$ \_\_\_\_\_

## **ATTENTION ROADSIDE VENDORS:**

*THIS IS TO ELIMINATE ANY CONFUSION AS TO WHAT OUR ORDINANCE ALLOWS.*

1. **SELLING AREA** - SHALL BE NO LARGER THAN 50 SQUARE FEET.  
EXAMPLE: 5 FEET BY 10 FEET OR TWO RECTANGLE FOLDING TABLES.
  
2. **SIGNAGE** - ONLY 2 SIGNS ARE ALLOWED. EXAMPLE: A SANDWICH BOARD IS CONSIDERED 2 SIGN AREAS, NOT TO BE LARGER THAN 48 SQUARE FEET. SIGNS ARE TO BE 2 FEET BY 3 FEET.
  
3. **NO ATTRACTING ATTENTION TO THE AREA** - FLASHING LIGHTS, FLAGS WAVING, WEARING OF COSTUMES, SHOUTING OR STANDING BY ROADWAYS AND WAVING AT TRAFFIC SHALL NOT BE PERMITTED.
  
4. **BOND** - FAILURE TO CLEAN UP SITE WITHIN 24 HOURS COULD RESULT IN FORFEITURE OF BOND.

***FAILURE TO COMPLY MAY RESULT IN REJECTION OF PERMITS AND POSSIBLE FURTHER ACTION BY THE TOWNSHIP.***

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*VENDOR'S SIGNATURE*

# **PROCEDURE FOR OBTAINING VENDING PERMIT**

1. FILL OUT APPLICATION AND SIGN THE ROADSIDE VENDORS STATEMENT.

## **ITEMS REQUIRED WITH APPLICATION:**

COPY OF DRIVERS LICENSE  
SALES TAX LICENSE  
TRANSIENT MERCHANT'S LICENSE  
LETTER OF PERMISSION FROM OWNER OF PROPERTY TO VENDOR  
MAP OF VENDING LOCATION

2. YOUR APPLICATION WILL BE SENT TO THE BUILDING AND POLICE DEPARTMENT FOR APPROVAL PRIOR TO THE CLERK APPROVING THE VENDING PERMIT.
3. ALL PERMITS MUST BE APPLIED FOR PRIOR TO A VENDING PERMIT BEING ISSUED. (EX. ELECTRICAL PERMIT – LIGHTING, BUILDING PERMIT – TENT OR SIGN).

## **FEES:**

\$100.00 BOND    \$50.00 PERMIT FEE

MAXIMUM OF FOUR PERMITS A CALENDER YEAR AT SAME LOCATION

MAXIMUM OF 3 DAYS PER PERMIT

*CHRISTMAS TREE LOTS* - REQUIRE SAME FEE WITH BOND, PERIOD EXTENDS FROM THANKSGIVING DAY TO DECEMBER 31 OF EACH YEAR.

***FAILURE TO CLEAN UP SITE WITHIN 24 HOURS COULD RESULT IN FORFEITURE OF BOND.***

## **FOR OFFICE USE ONLY:**

FILLED OUT APPLICATION & SIGNED ROADSIDE VENDORS STATEMENT \_\_\_\_\_  
COPY OF DRIVERS LICENSE \_\_\_\_\_  
COPY OF SALES TAX LICENSE \_\_\_\_\_  
COPY OF TRANSIENT MERCHANTS LICENSE \_\_\_\_\_  
LETTER OF PERMISSION FROM OWNER \_\_\_\_\_  
MAP OF WHERE VENDING WILL TAKE PLACE \_\_\_\_\_  
ELECTRICAL, TENT OR SIGN PERMIT IF REQUIRED \_\_\_\_\_  
OK FROM BUILDING DEPT. \_\_\_\_\_  
OK FROM POLICE DEPT. \_\_\_\_\_  
OK FROM CLERKS OFFICE \_\_\_\_\_