



PEDDLERS/SOLICITORS/YARD SALE PERMIT PROCESS

The Township of Lawrence wishes to protect residents from fraud and crime and thereby promoting the safety and privacy of residences by reasonably limiting the hours of solicitation and requiring permits in a content neutral manner. As a result, solicitors within the Township of Lawrence are required to obtain special permits.

This information sheet attempts to assist the solicitor/seller to understand the permit process and is not intended to supersede any provisions in the Lawrence Township Ordinances, State, or Federal Law. Further details may be obtained at the website: lawrence-township.org/ordinances-code, Chapter 27.

SOLICITATION/PEDDLER PERMIT

Who is required to obtain a solicitation permit?

If you are soliciting on behalf of, or are employed to solicit by, another person, both the person soliciting and the employer or other person upon whose behalf solicitation is being made must have valid solicitation permits, even if you are exempt from payment of any permit fees.

What are the requirements for a Peddlers and Solicitors Permits?

- 1) Proof of insurance as required by the Township of Lawrence.
- 2) Obtainment of any other license or permit that may be required.
- 3) Payment of application fees in the amount of the current fee schedule to the Township of Lawrence in the Clerk's Office. (Fees are non-refundable.)
- 4) Submission of application, under penalty of perjury, to the Clerk's office at least thirty (30) calendar days prior to the time the solicitor requests to engage in solicitation. Applicants shall at all times maintain accurate application information with the Township. If there is any change or modification in the information provided in the initial application, the applicant shall give written notification of such change to the Clerk within two (2) weeks of the change.
- 5) The application must be complete and the information within accurate and truthful. If not, it will be grounds for denial of the permit.
- 6) Completion of fingerprints by the the Van Buren County Sheriff's Department. The applicant must present a valid identification card issued by a state within the United States of America prior to being printed. (Fees are non-refundable.)
- 7) The applicant must present a valid identification card issued by a state within the USA.
- 8) A photo taken by the Clerk's office.

YARD SALE PERMIT

If you are selling items from your yard or garage, you must have a valid yard sale permit, even if you are exempt from payment of any fees. A yard sale is by any person who sells or offers for sale any goods (except food and produce), products, wares, merchandise or services, outside of a permanent structure unless said sales or offers are pursuant to a business in compliance with Township zoning requirements and other applicable law.

The Township Clerk shall approve or deny all applications for permits.

- (1)** Persons delinquent on property taxes, with unpaid civil costs or fines, or with a previous violation of an ordinance in the last five years may not obtain a permit;
- (2)** No person may obtain more than five permits in a calendar year;
- (3)** No real property or vehicle within the Township may be used in conjunction with a sale more than five times per year;

PERMIT LIMITATIONS

What limits are placed on the permits?

There are several limitations placed on permits including but not limited to the following:

- 1) All food, goods, products, wares, merchandise, services, advertisements thereof, or equipment or furniture used in conjunction with any Sales shall be stored inside of a permanent structure or completely enclosed vehicle from 9 p.m. to 7 a.m. and no sales may occur during that period.
- 2) Any person issued a permit shall have the permit on display or present the same upon demand of any individual, whether township official, citizen of the township, or other individual.
- 3) The terms of this permit shall in no manner alter the interpretation or requirements of any other chapter of the Township Ordinances, whether the person is licensed or exempt under this ordinance. All applicants shall comply with all applicable provisions of the Township's Zoning, Sign and Building Codes. The Township Clerk may require evidence of compliance with the codes prior to or after issuing a permit.
- 4) All vehicles, persons, structures, furniture, equipment, goods, products, advertisements, and anything else used in conjunction or associated with a Sale must not obstruct the free flow of traffic or pedestrians, whether directly or indirectly, including by attracting individuals to the Sale location, and must move upon request of township officials and agents. Sales are not to be in a loud voice or use any noise-making device.
- 5) FURTHER RESTRICTIONS. The Township Clerk may place such reasonable restrictions upon the location, hours, provisions for parking, ingress or egress or methods of operation of any Peddler, Solicitor, Temporary Business, or Yard Sale, the Clerk deems necessary to protect the general public health, safety or welfare. The restrictions may be imposed, modified or withdrawn at the time of licensure or any point thereafter.

You should consult the Code of Lawrence Township, Chapter 27 - Peddlers and Solicitors for specific rights, duties, and limitations. (see www.lawrence-township.org) The denial of a permit may be appealed as of right to the Township Board within seven days of the denial.

When will I receive my permit?

Permit applications are reviewed by the Clerk. Generally, applications are approved, and permits are issued within 30 days from the date received, unless delayed by other factors that require additional investigation to determine the qualification of the applicant.

Will I need a business license also?

As an independent solicitor, a business license is not required by Lawrence Township unless required by Local, State, or Federal Law or Regulation.

ADDITIONAL INFORMATION REGARDING PEDDLERS AND SOLICITORS PERMITS

How do I need to submit my application?

The applications can only be accepted at the Township of Lawrence during normal business hours (M-F, 7am-3pm). Applications will not be accepted in the mail or through e-mail. Fees can be paid in cash (exact amount), personal check, or Cashier's check.

How often do I need to renew my permit?

The Peddlers and Solicitors Permits and Yard Sale Permits are valid for a three-day period. The Peddlers and Solicitors Permit Application must be submitted 30 days in advance of the expiration of the current permit, or a lapse in permit will occur. To avoid a lapse in permit, your application for renewal must be submitted at least 30 days prior to the expiration of the current permit.

Yard Sales may be held a maximum of 5 times per calendar year.

Renewals are approved by the Township of Lawrence, based upon the applicant's compliance with any conditions of approval and no violation of the Lawrence Township ordinances regarding solicitation. Non-refundable renewal fees are required.

How do I receive additional information?

Additional information can be acquired by calling the appropriate numbers below:

Permit Process or Applications Fees Clerk's Office (269) 674-4255

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Date: _____

PEDDLERS/SOLICITORS/YARD SALE APPLICATION AND P E R M I T
Application (New and Renewal)

Township of Lawrence, 411 N Paw Paw St, PO Box 445, Lawrence, MI 49064

NOTE: ALL INFORMATION MAY BE USED TO OBTAIN A NATIONAL BACKGROUND CHECK

PLACE OF EMPLOYEMENT (Required in order to process application) Required for Peddler/Solicitor Permit

Business/Corporation Name: _____

Business/Corporation Address: _____

APPLICANT INFORMATION Required for all permits

Name: (print or type) _____
Last First Middle

List all other names you have used or been known as: _____

Permanent residence address: _____
(P.O. Boxes are not acceptable): Street (Include Apt. #)
City State Zip Code

Home and business phone number(s) and hours when you can be contacted:
Home Telephone () _____ From: To: _____
Cell Telephone () _____ From: To: _____
Business/ Work Telephone () _____ From: To: _____

For the purpose of identification for Peddlers/Solicitors, please provide the following:

_____ Height _____ Weight _____ Hair Color _____ Eye Color
List any other distinguishing marks (scars, tattoos, etc.): _____

Birth Date: ___ Mo. ___ /Day ___ /Yr. _____

Valid Driver's license # or State I.D.:

Number State of Issuance

TIME AND LOCATION

Requested times and places to solicit within the Township of Lawrence. Unless door-to-door, indicate the area or address of the sales. This also applies to yard sales.

Date of 1st Sale: _____	Times:			Area or address:
	a.m.		a.m.	
Last Date of Sale: _____	p.m.	to	p.m.	
	First Day		Last Day	
Max. 3 day period inclusive of first day				

I certify, under penalty of perjury, the information contained in this application is true, accurate and complete. I understand that failure to provide all information requested or failure to provide accurate, true and complete information is cause to revoke or deny approval of a solicitation permit, and forfeiture of fees paid to the Township. I acknowledge that I must present the permit to anyone that requests it. I hereby authorize the Township of Lawrence to investigate and confirm the information listed above.

Signature Date

***PLEASE ATTACH ALL INFORMATION REQUIRED TO PROCESS THIS APPLICATION. DETAILS OF REQUIREMENTS CAN BE FOUND ON THE COVER PAGES. FOR FURTHER INFORMATION CONTACT THE TOWNSHIP OF LAWRENCE AT (269) 674-4255.**

FOR TOWNSHIP USE ONLY

Received By: _____

Date Received: _____ Fee: _____

Permit: **DENIED** or **GRANTED** Permit #: _____

Additional Requirements: _____
(TAKE NOTE, there are no additional requirements at this time if left blank)

Where in conflict with our Local, State, or Federal Law or Regulations, said law or regulation governs.

By: _____
LAWRENCE TOWNSHIP CLERK/DPTY CLERK