

**CITY OF FORT MITCHELL, KENTUCKY SOLICITATION REGISTRATION FORM
FOR
RESIDENTIAL SOLICITATION PERMIT
AND
GROUP SOLICITATION PERMIT
(ORDINANCE 2013-15)
(CITY OF FT. MITCHELL CODE SECTION 118.1, 118.2, 118.3 AND 118.9)**

APPLICANT INFORMATION

Name: _____

Mailing Address: _____

Telephone: Business - _____ Cell - _____

Social Security Number: _____

Date of Birth: _____

Place of Birth: _____

Please attach one form of photo identification. (Example: Driver's License)

Name of Business: _____

Business or other entity Tax ID Number: _____

If a Group Solicitation, provide information to support your tax exempt status. (See attached "Additional Information").

If a Group Solicitation, provide the name(s) of the individual(s) who will oversee the solicitation activity:

Describe the nature of the business that the Applicant intends to conduct within the City:

Please indicate the type of permit the Applicant is seeking and the time period that the Applicant desires to engage in commercial solicitation in the city: (Time period shall not be less than seven (7) days nor longer than one (1) year):

Check one: _____ Residential Solicitation Permit _____ Group Solicitation Permit

Time period of requested permit: From _____ TO _____

If the Applicant is required to have an Occupational License, has your Occupational License ever been suspended? Yes _____ No _____ N/A _____

If the Applicant is required to have an Occupational License, is your Occupational License currently in good standing? Yes _____ No _____ N/A _____

Has the Applicant submitted an application to conduct commercial solicitation within the City during the past five (5) years? Yes _____ No _____

Has the Applicant or the predecessor of Applicant, if a business, ever been found to have violated the City's solicitation ordinance? Yes _____ No _____

Has the Applicant ever been denied a similar solicitation or occupational permit or had such a permit suspended or revoked by the City or any other city or county? Yes _____ No _____

Does the Applicant currently owe the City for any taxes or owe any amount to the City for any other reason? Yes _____ No _____

In the event the Applicant anticipates using any vehicles while engaging in the Commercial Solicitation within the City, the Applicant should complete the vehicle information below:

Title Holder: _____

Type of vehicle: _____

Make/Model: _____

Year: _____

License Plate Number: _____

(Include information on any additional vehicles used by Applicant on a separate sheet attached to this application.)

If the Applicant is required to have an Occupational License to conduct its intended business in the City, a copy of such License shall accompany this application

In the event any Applicant or any employee of the Applicant is required to have any license, permit, degree, certification or similar authorization in order to engage in the business for which the application is being sought, the Applicant shall include and submit such authorizing document with this application.

Applicant hereby certifies that he/she has not been convicted of any felony or any other crime involving theft, burglary, fraud or moral turpitude within the last three (3) years from the date of signing this application. As part of the application process, the undersigned Applicant hereby acknowledges and consents to the City conducting a criminal background check of the Applicant.

The application shall be accompanied by the fee set forth on the attached sheet labeled "Additional Information".

The undersigned is either the Applicant or an authorized representative of the Applicant, and by his/her signature below, attests as to the truth of the statements herein, with knowledge that any false statements constitute perjury, for which the signatory may be prosecuted and punished according to law.

Applicant Signature

Date

Please print name

Date

COUNTY OF _____

STATE OF _____

The foregoing Solicitation Registration Form, and the information contained herein was sworn to and acknowledged before me by _____, to be his/her/its act and deed, this _____ day of _____, 201__

NOTARY
MY COMMISSION EXPIRES: _____
MY JURISDICTION IS: _____

ADDITIONAL INFORMATION

THE APPLICATION SHALL BE ACCOMPANIED BY A FEE IN THE FOLLOWING AMOUNT:

Applications for Permits lasting between seven (7) days and ninety (90) days: \$25.00

Applications for Permits lasting more than ninety (90) days up to One (1) year: \$100.00

There shall be no fee for non-profit organizations who have submitted proof of non-profit status through an Internal Revenue Service determination letter and an authorization letter on behalf of the non-profit organization identifying the Applicant(s) who will be soliciting on behalf of the non-profit organization. Such letter shall be dated not more than fourteen (14) days from the date of filing the application.

This application shall be submitted along with the applicable fee to the City Clerk of the City of Ft. Mitchell who shall refer it to the Permit Review Officer. The Permit Review Officer shall review the application according to the applicable standards and issue a decision within 14 days after receipt of the application by the City Clerk.

Anybody who wishes to participate in commercial solicitation in the City shall have completed the Solicitation Registration form and thereafter be issued a Residential Solicitation Permit. Any such commercial solicitation shall be conducted consistent with, and subject to, the provisions of Ordinance 2013-15 and other applicable local, state and federal laws, statutes and regulations.

Any Residential Solicitation Permit issued hereunder shall be exclusive to the Applicant and shall be non-transferable. It must be signed by the Permit Review Officer and contain a photo of the permit holder, a permit number and the issuance date and expiration date of the permit.

All Registered Solicitors who have been granted a Residential Solicitation Permit shall have with them on their person while engaging in Commercial Solicitation within the City, a copy of their Solicitation Permit. Any Registered Solicitor affiliated with a Group Solicitation Permit who is eighteen (18) years or older shall have a copy of their Permit with them at all times while engaging in Commercial Solicitation within the City.

Commercial Solicitation is only permitted to occur within the City between the hours of 9:00 A.M. and 7:00 P.M. prevailing time Monday through Friday and between the hours of 10:00A.M. and 5:00P.M. on Saturdays and Sundays.

No Commercial Solicitation shall occur at any property designated as an Anti-Solicitation Property. If you do not have a list of these properties you should ask the City Clerk for a list of such properties.

Any conditional approval or disapproval of an application for a Solicitation Permit, or any suspension or revocation of a Solicitation Permit by the City, may be appealed by the Applicant/Registered Solicitor to the Mayor of the City of Ft. Mitchell, Kentucky by filing a with the City Clerk within seven (7) days after the conditional approval, disapproval, suspension or revocation a written notice of appeal including a copy of the conditional approval, disapproval, suspension or revocation, a statement why the Applicant/Registered Solicitor believes the decision was incorrect, and an appeal fee of Two Hundred Dollars (\$200.00) for costs involved in conducting a due process hearing.

TO BE COMPLETED BY THE PERMIT REVIEW OFFICER

The application has been reviewed by the City of Ft. Mitchell Permit Review Officer and is hereby:

Approved _____ Disapproved _____

Approved with conditions: _____

If approved this permit shall be valid for the period _____ through _____.