

MACOMB TOWNSHIP

54111 Broughton Road • Macomb, MI 48042 •

586-992-0710 Ext. 7103

www.macomb-mi.gov



APPLICATION PACKET FOR:

SOLICITOR PERMIT REVIEW

APPLICANTS TAKE NOTE OF THE FOLLOWING:

All applications must contain every page from this application packet, including the checklist and any unused pages. If your application does not include all the items, it will not be reviewed by the Planning Department.

Please use only the forms provided with this application.
No other forms, however similar, will be accepted.

SOLICITOR PERMIT REVIEW APPLICATION PACKET

CHECKLIST OF REQUIRED DOCUMENTS

This application must be accompanied by all items listed in the checklist below. This application shall be completed and submitted with proper payment (as indicated in the application) in an envelope stating "Attention: Planning Department," the project name, and type of project on the outside of the envelope and placed in the night drop off box at the back of the building at Macomb Township Town Hall at 54111 Broughton Road, Macomb Township, MI 48042 (alternatively the package can be dropped off with the Planning Department at Town Hall, or mailed to this address). 2"x2" photos of each employee listed is required with the submittal of the check(s). In addition to this hard copy submittal, **A PDF OF THE APPLICATION, A COPY OF THE CHECK, AND ANY/ALL PLANS AND SUPPLEMENTAL INFORMATION MUST BE EMAILED TO PlanDropbox@macomb-mi.gov**. Once the package is received and we have verified confirmation of payment, the submittal will be reviewed. If additional information is required, Planning Department staff will contact you via email or phone with additional instructions.

- _____ Initial **Completed Application.** Incomplete applications or missing pages will not be accepted. You may add additional pages if necessary.
- _____ Initial **Payment.** Please make your (non-refundable) check payable to "Macomb Township". Payment for a Solicitor Permit Review is \$250.00 plus \$25.00 for each additional employee plus a separate payment of \$500.00 for the Cash Bond.
- _____ Initial **Letter.** A letter describing what permit type is requested (3 Day or 30 Day), total number of persons to be permitted, and nature of the business and/or goods to be sold.
- _____ Initial **2"x2" Photograph.** One 2"x2" 'passport' photograph for each person listed on the application.
- _____ Initial **Work Permit(s).** A copy of the work permit(s) for each employee who requires one.
- _____ Initial **Driver's License.** A copy of the driver's license or state I.D. for each employee listed.
- _____ Initial **You read** and understand the procedure in the event your application is denied or revoked.
- _____ Initial **Vendor Fee Worksheet.**
- _____ Initial **I am aware** that we cannot begin working in Macomb Township until we receive the authorized permit.
- _____ Initial **I am aware** that the permit provided must be worn and visible by everyone soliciting. All badges must be returned to the Planning Department within 7 business days of the expiration date to request a refund of your posted bond. Your bond will not be returned without the return of all badges.

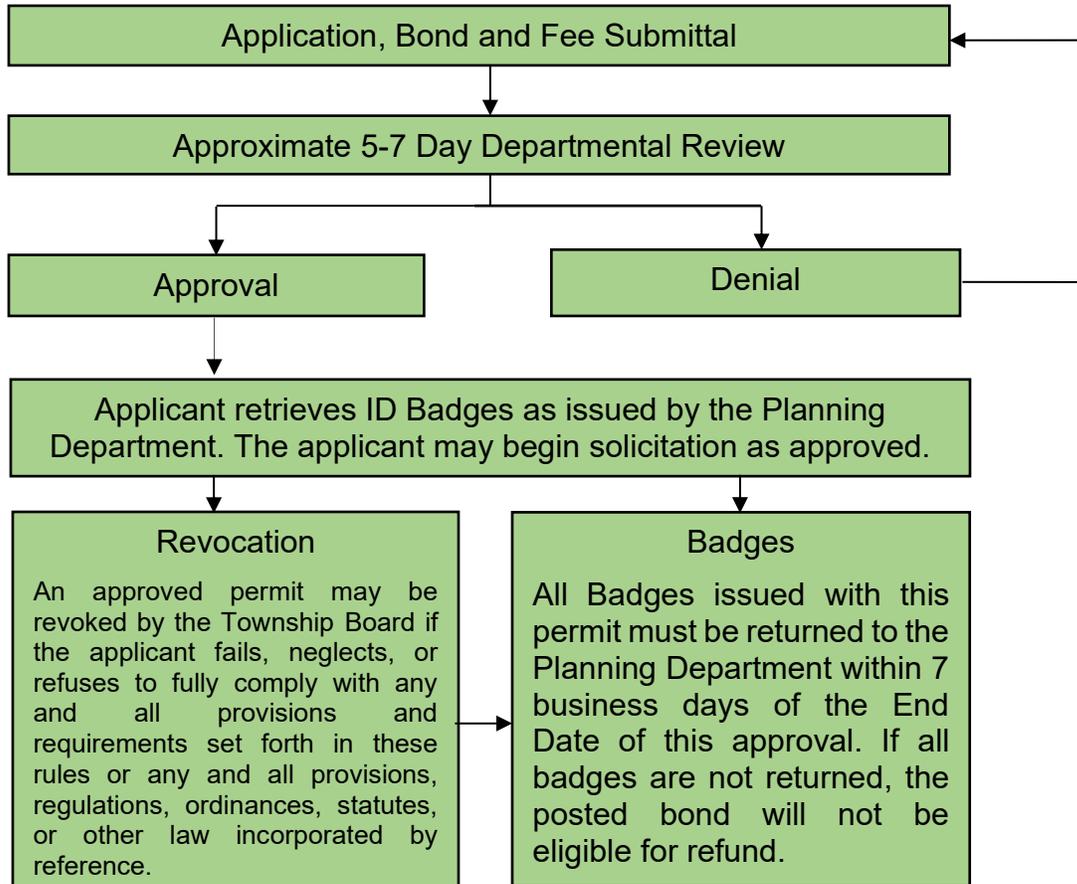
**** IF YOU HAVE BACKGROUND CHECKS AVAILABLE FOR ANY OR ALL OF YOUR SOLICITORS, PLEASE INCLUDE THEM IN YOUR SUBMITTAL ****

SOLICITOR PERMIT REVIEW APPLICATION

OVERVIEW

What is a Solicitor Permit? This license/permit shall apply to any business activity regulated under [Chapter 13 of Macomb Township Code of Ordinances](#) which approves the person seeking the license intentions to conduct business in the form of traveling door-to-door to sell products or services that will be delivered later.

What are the procedures for a Solicitor Permit Review? Upon receipt of a complete application for the Solicitor Permit Review, the Planning Department review and provide recommendation. The department will be given approximately 5-7 days for review. Results of the review shall be communicated to the applicant via email. Applicant may proceed with their soliciting if the application is approved and ID Badges are issued.



Upon expiration of the solicitation timeframe as approved and the return of all badges provided for this permit, The applicant may request the associated bond be returned. This request is made in writing to the Planning Department via email PlanDropBox@Macomb-mi.gov

SOLICITOR PERMIT REVIEW APPLICATION PACKET

VENDOR FEE WORKSHEET

Permit Type	Bond	Fee	Each Employee
3 Day	\$500	\$100	\$25
30 Day	\$500	\$250	\$25

Please use this table to calculate your total for this application.

If applying for a 3 Day Permit:

Item	Cost	Quantity	Amount
3 Day License Fee	\$100	1	\$100
Bond	\$500	1	\$500
Additional Employee	\$25 each person		
			Total:

If applying for a 30-Day Permit:

Item	Cost	Quantity	Amount
30 Day Permit	\$250	1	\$250
Bond	\$500	1	\$500
Additional Employee	\$25 each person		
			Total:

Do any of the employees you have listed require a work permit under Act No. 90 of the Public Acts of 1978 (MCL 409.101 et seq., MSA 17.731(1) et seq.) known as the Youthful Employment Standards Act? Yes No

IF yes please attach a copy of all such work permits. Yes No

As the applicant for this license, I **acknowledge that I have reviewed The Macomb Township Ordinance, Chapter 13, [Chapter 13: Solicitors, Vendors](#)**. I agree to comply with all the terms and provisions of the ordinance, as well as all other ordinances of the state applicable to the business for which I am applying for a license to conduct. Furthermore, I have or will instruct all employees as to the requirements of this chapter relating to their participation, and that I will supervise all the employees in a manner to reasonably ensure their compliance with this chapter and all other ordinances of the Township and laws of the State applicable to such business.

Signature: _____ Date: _____

Any license issued under this article may be revoked by the Township Board upon written notice from the County Sheriff's Department or the Township Code Enforcement Officers for any of the following reasons:

1. Fraud, Misrepresentation of false statement contained in the application.
2. Violation of any provisions of this chapter or any other ordinance of the Township or law of the state relating to the business for which the license was issued, or the qualifications of the licenses as required under this article.