

CHARTER TOWNSHIP OF WATERFORD TOWNSHIP

5200 Civic Center Drive
Waterford, Michigan 48329-3773
Telephone: 248-674-6266 • Fax: 248-674-5455

APPLICATION FOR TRANSIENT MERCHANT PERMIT (Waterford Township Code, Chapter 10)

FOR TOWNSHIP USE ONLY

Applicant Name _____

Business Name _____

Address of Business Site _____

Application Fee _____ Planning _____ Police _____

Received By _____ Date _____

TO THE APPLICANT:

BY FILLING OUT THIS APPLICATION FORM IN FULL AND ATTACHING TO IT THE MATERIALS REQUESTED, YOU WILL ASSIST THE TOWNSHIP IN ITS EFFORTS TO PROMPTLY REVIEW YOUR APPLICATION FOR A TRANSIENT MERCHANT PERMIT. THE INFORMATION REQUESTED BY THIS APPLICATION IS THE MINIMUM REQUIRED UNDER CHAPTER 10 OF THE WATERFORD TOWNSHIP CODE OF ORDINANCES. YOU SHOULD SUBMIT ANY ADDITIONAL INFORMATION OR MATERIALS THAT YOU BELIEVE WILL ASSIST THE TOWNSHIP IN ITS REVIEW OF YOUR APPLICATION.

THIS APPLICATION MUST BE FILLED OUT IN FULL, WITH ALL REQUIRED INFORMATION PROVIDED, AND THE APPLICATION MUST BE SIGNED AND SWORN TO BY THE APPLICANT IN ORDER TO BE PROCESSED BY THE TOWNSHIP. ADDITIONALLY, A NONREFUNDABLE APPLICATION FEE, AND ANY AND ALL OTHER LICENSE OR PERMIT FEES REQUIRED UNDER ANY TOWNSHIP CODE PROVISION MUST BE SUBMITTED TO THE TOWNSHIP WITH THIS APPLICATION. INCOMPLETE APPLICATIONS, OR THOSE SUBMITTED WITHOUT THE APPROPRIATE FEES, WILL NOT BE APPROVED.

IF YOU REQUIRE ADDITIONAL SPACE TO FULLY RESPOND TO ANY PART OF THIS APPLICATION, ATTACH SEPARATE SHEETS TO THIS APPLICATION WITH CLEAR REFERENCES TO THE PART OF THE APPLICATION TO WHICH THE SEPARATE SHEET IS RESPONDING.

PLEASE NOTE IN READING AND FILLING OUT THIS APPLICATION THAT ANY REFERENCES TO "APPLICANT", "YOU", "YOUR" OR "YOURSELF" ARE REFERENCES TO THE APPLICANT LISTED IN THE FIRST SECTION, BELOW, AND IF THE APPLICANT IS NOT AN INDIVIDUAL, THEY ARE ALSO REFERENCES TO THE PERSON SIGNING THIS APPLICATION ON BEHALF OF THE APPLICANT.

I. Provide the following information about the Applicant:

Full Name _____

Current Street Address: _____
(Street) (Apt./Suite)

(City) (State) (Zip Code)

Current Telephone Number(s): _____
(work/home/cellular)

Permanent Street Address: _____
(Street) (City/State/Zip Code)

Permanent Telephone Number(s): _____

II. List your previous two (2) addresses immediately prior to the current address listed above:

(a) Prior Address No. 1: _____

How many years at prior address No. 1? _____

(b) Prior Address No. 2: _____

How many years at No. 2?: _____

III. Provide the following information about yourself:

Date of Birth: _____ Social Security No: _____ - _____ - _____

Height: _____ Gender: Male _____ Female _____

Attach separate written proof of your age (i.e., copy of Driver's License, Birth Certificate or sworn affidavit).

IV. Attach a copy of a valid sales tax license issued by the State of Michigan for your business.

V. Attach a copy of a valid transient merchant license issued by Oakland County for your business.

VI. Attach written evidence of a deed, land contract, lease or license agreement which substantiates your permission to operate a transient merchant business at the location at which your business will be located, which instrument specifies the days, dates and hours for which such authorization has been granted, and the purpose for which such authorization has been granted.

VII. Attach a copy of the written authorization signed by the occupant and owner of any residence and/or business structure, if any, located within fifty (50) feet of the location at which your transient merchant sales activities are proposed to take place, specifying the days, dates, hours and purpose for which such authorization has been granted.

VIII. Identify the location in the Township where you propose to carry on transient merchant sales, and the days of week, dates and house during which it is proposed that you will conduct such business: _____

IX. Identify all places of business in the last twelve (12) months, whether or not you were licensed as a transient merchant, at which you engaged in any retail sales of goods, services, wares or merchandise, including the location and duration of such business activities, and whether you were an employee or an owner thereof:

X. Identify and describe all of the following: the nature, character and quality of the goods, services, wares and merchandise that you intend to sell or offer for sale at the proposed transient merchant location; the invoice value and quantity of such goods, services, wares and merchandise; whether the same are proposed to be served from stock in possession, by sample, at auction, by direct sale, or by taking orders for future delivery; where the goods, services, wares and merchandise proposed to be sold are manufactured or produced; and where such goods, wares, merchandise and products are located at the time this application is being filled out: _____

- XI. Briefly state the nature and character of the advertising done or proposed to be done in order to attract customers to your proposed transient merchant business activity: _____

- XII. Identify the full name, date of birth, and social security number of the person or persons designated as the manager or supervisor of the proposed transient merchant business during the time that it is proposed to be carried on in Waterford Township; provide the local address of such person while engaged in such business; provide the permanent address of such person; identify the capacity in which such person will act, e.g., as proprietor, agent or otherwise; identify the name and address of the person or entity for whose benefit the business will be carried on, if any; and, if the applicant, or the person for whose account the business will be carried on, is a corporation, identify the laws of the state under which the same is incorporated:

- XIII. Identify the full name, date of birth, telephone number and permanent address of all persons to be engaged as employees or otherwise in transient merchant sales activities at the proposed location.

- XIV. Identify the number of consecutive days you will remain at the proposed fixed location conducting transient merchant sales. _____
- XV. List the name, telephone number and current street and mailing address of all persons owning the property at which you intend to conduct transient merchant sales: _____

- XVI. Identify the location and describe any building, structure and shelter that you intend to use for the operation of the transient merchant sales, and attach a scale drawing of the proposed transient merchant site, showing and identifying all things and activities as required and set forth in Section 10-390 (b) of the Waterford Township Code:

- XVII. Attach, or upon receipt supplement this application with, written certification from the Township Planning Department that the proposed site is a permissible and conforming use pursuant to the zoning ordinance provisions applicable to the property, and that all uses proposed, and any building, structure and shelter to be used by your transient merchant operation on the property are in compliance with all applicable ordinances and codes.
- XVIII. Attach, or upon receipt supplement this application with, written certification of approval from the Township Police Department for your transient merchant business.
- XIX. If any, with respect to yourself and each person designated as a manager or supervisor in Paragraph XI of this Application, identify each misdemeanor or felony criminal offense of which any such person has been convicted, and include the location and date of each such conviction, then nature of each offense, the arresting agency and, other than fines and costs, the punishment assessed therefor:

XX. State whether there has been or is presently, a pending criminal charge or an active police complaint against you or any person designated as manager or supervisor by you, during the past twenty-four (24) months preceding the date of this Application and, if so, identify the charges and the arresting agency.

XXI. I, the undersigned Applicant, have read and understand each and every provision and requirement of Waterford Township Code Chapter 10 regarding the regulation of transient merchant activities in the Township, and I will provide such other information that the Township requests and deems necessary, in its reasonable discretion, to discover the truth of the matters required to be set forth in this application or required by Township ordinances:
_____ Yes. _____ No.

I, THE UNDERSIGNED APPLICANT, HEREBY SWEAR THAT ALL OF THE STATEMENTS, ANSWERS AND INFORMATION I HAVE PROVIDED IN OR AS PART OF THIS APPLICATION ARE TRUE, ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE, AND I UNDERSTAND AND ACKNOWLEDGE THAT ANY FALSEHOODS OR MISREPRESENTATIONS CONTAINED IN SUCH STATEMENTS, ANSWERS OR INFORMATION CAN, AMONG OTHER THINGS, BE THE CAUSE OF A DENIAL OF THE REQUESTED PERMIT AND CAUSE FOR THE REVOCATION OF ANY PERMIT ISSUED TO THE APPLICANT UNDER CHAPTER 10 OF THE WATERFORD TOWNSHIP CODE:

DATE: _____ SIGNED: _____
*

(*If signer is signing on behalf of a corporation, partnership or L.L.C., print the signer's name and identify signer's position and authority to sign in such capacity.)

Acknowledged before me on _____,

By _____

Notary Public

_____ County, Michigan

My Commission Expires: _____

BOARD OF TRUSTEES
Carl W. Solden, Supervisor
Betty Fortino, Clerk
Margaret Birch, Treasurer
Anthony M. Bartolotta, Trustee
David J. Kramer, Trustee
David J. Maloney, Trustee
Bette O'Shea, Trustee

WATERFORD

Betty Fortino
Waterford Township Clerk

A CHARTER TOWNSHIP

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www.twp.waterford.mi.us

TRANSIENT MERCHANT LICENSE ORDINANCE NO. 136

Application available at Waterford Township Clerk's Office

Duration: 30 Days

Fee: \$250.00 Non-Refundable. Please make checks payable to Waterford Township

Fee waived for Veteran of Armed Forces with proof. One site only – Veteran must be present at all times.

Requirements:

- Letter of permission from property owner to use/rent site of sale
- Copy of State issued ID, birth certificate or pass port
- Approval in writing from Planning Dept. re: zoning (3rd floor, Town Hall)
- Letter of clearance from Police Dept. (5150 Civic Center Dr)
- Oakland County Transient Merchant License (1200 N Telegraph, Pontiac)
- Surety bond worth \$500.00, or \$500 cash bond to Oakland County
- Michigan Sales Tax License

For the selling of food/produce ONLY, the Oakland County license and Michigan Sales Tax are not required.

Please remember that you must renew your license every 30 days

Note: Fireworks sales requires an additional permit, also available from Clerk