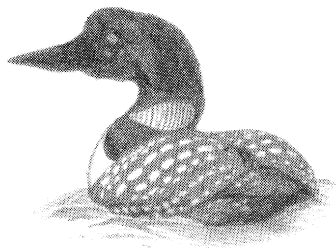


DATE: \_\_\_\_\_

RECEIPT # \_\_\_\_\_



# CITY OF HAM LAKE

15544 Central Avenue NE  
Ham Lake, Minnesota 55304  
(763) 434-9555  
info@ci.ham-lake.mn.us

## APPLICATION FOR TRANSIENT MERCHANT, PEDDLER, CANVASSER AND SOLICITOR LICENSE

(PLEASE SEE ATTACHED CITY CODE ARTICLE 7-1100, DEFINING TRANSIENT SALES,  
AND PROCEDURES FOR LICENSING, PROHIBITED PRACTICES AND EXCLUSIONS)

1. NAME AND DESCRIPTION OF APPLICANT: (IF MORE THAN ONE PERSON, ATTACH THE FOLLOWING INFORMATION ON A SEPARATE SHEET. ALSO ATTACH A PHOTOGRAPH OF EACH APPLICANT, TAKEN WITHIN SIXTY DAYS OF THE DATE OF APPLICATION.)

NAME: \_\_\_\_\_  
                    FIRST                                    MIDDLE                                    LAST

DATE OF BIRTH: \_\_\_\_\_

2. PERMANENT HOME ADDRESS AND PHONE NUMBER:

\_\_\_\_\_  
\_\_\_\_\_

LOCAL ADDRESS AND PHONE NUMBER:

\_\_\_\_\_  
\_\_\_\_\_

3. DESCRIPTION OF VEHICLE(S) USED FOR SALES PURPOSES:

MAKE AND MODEL: \_\_\_\_\_ YEAR: \_\_\_\_\_

LICENSE PLATE NUMBER AND STATE: \_\_\_\_\_

COLOR: \_\_\_\_\_

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MAKE AND MODEL: \_\_\_\_\_ YEAR: \_\_\_\_\_

LICENSE PLATE NUMBER AND STATE: \_\_\_\_\_

COLOR: \_\_\_\_\_

4. A BRIEF DESCRIPTION OF THE NATURE OF THE BUSINESS, OTHER GOODS TO BE SOLD AND THE APPLICANT'S METHOD OF OPERATION:

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5. IF EMPLOYED, THE NAME OF THE EMPLOYER, TOGETHER WITH CREDENTIALS ESTABLISHING THE EXACT RELATIONSHIP AND AUTHORIZING THE APPLICANT TO ACT AS A REPRESENTATIVE.

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6. THE LENGTH OF TIME WHICH THE APPLICANT INTENDS TO DO BUSINESS IN THE CITY, WITH THE APPROXIMATE DATES.

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7. DESCRIPTION OF PLACE WHERE THE GOODS OR PROPERTY ARE PROPOSED TO BE SOLD, OR ORDERS TAKEN (INCLUDE ADDRESS OF ANY FIXED SITE THAT IS TO BE USED FOR DISPLAY AND SALE OF GOODS. ATTACH WRITTEN PERMISSION FROM PROPERTY OWNER(S).)

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8. A STATEMENT AS TO WHETHER OR NOT THE APPLICANT OR THE PERSON MANAGING THE BUSINESS HAS BEEN CONVICTED OF ANY CRIME, MISDEMEANOR OR VIOLATION OF ANY MUNICIPAL ORDINANCE, NATURE OF OFFENSE AND THE PUNISHMENT OR PENALTY.

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9. A BRIEF STATEMENT OF THE NATURE, CHARACTER, AND QUALITY OF THE GOODS, WARES, OR MERCHANDISE TO BE SOLD, INVOICE VALUE, QUALITY, AND WHETHER THEY WILL BE SOLD FROM STOCK, IN POSSESSION OR BY SAMPLE. AT AUCTION, BY DIRECT SALES, OR BY TAKING ORDERS FOR FUTURE DELIVERY.

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10. A BRIEF STATEMENT OF THE NATURE, CHARACTER AND CONTENT OF THE ADVERTISING TO BE DONE.

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11. DESCRIPTION OF THE WARRANTY OF THE GOODS, AND DESCRIPTION OF THE MEANS BY WHICH PERSONS SEEKING TO ENFORCE SUCH WARRANTY MAY DO SO, INCLUDING NAME AND ADDRESSES.

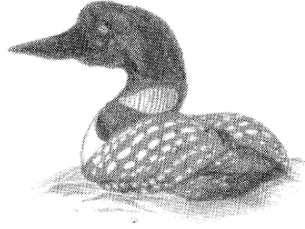
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DATE: \_\_\_\_\_

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



# CITY OF HAM LAKE

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## **NOTICE TO ALL APPLICANTS FOR MUNICIPAL PERMITS, LICENSES, OR OTHER MUNICIPAL ACTION**

1. If you are requesting municipal action on any request for any of the above, you will be required to furnish certain information about yourself, the project you are involved in, or other matters pertaining to the subject. Some of the information you are asked to provide is classified by state law as either private or confidential. Private data is information which generally cannot be given to the public but can be given to the subject of the data. Confidential data is information which generally cannot be given to either the public or the subject of the data.
2. The purpose of this information is to enable the City Staff, Commissions, Council or other government agencies to evaluate relevant factors in considering your request. You are not legally required to provide this information. If you do not provide the requested information, the City may not act upon your request.
3. The information you supply will be public and available to any entity requesting to inspect the information.

### **DATA PRACTICES ADVISORY**

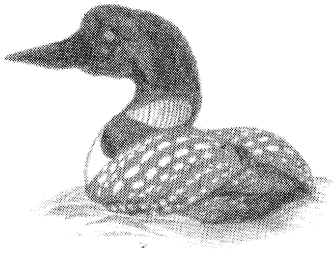
### **TENNESSEN WARNING**

**REQUIRED BY MINNESOTA STATUTES CHAPTER 13.04**

**SIGNED BY:** \_\_\_\_\_

**COMPANY/TITLE:** \_\_\_\_\_

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



# CITY OF HAM LAKE

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## **NOTICE OF AND CONSENT TO BACKGROUND CHECK**

**To the person named below:** Minnesota state law or the policies/codes of the City of Ham Lake requires that the City of Ham Lake conduct background checks for the issuance of certain licenses, employment as a firefighter, or employment in a position involving interaction with children. By law, the city cannot deny employment or licensure to a person convicted of a crime unless that crime has a direct relationship to the position or licensure being sought. You have applied for licensure or employment of a nature requiring a background check.

### **PLEASE PRINT**

Type of License Applied for: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_

Or

Type of Employment under consideration: \_\_\_\_\_

### **INDIVIDUAL APPLICANT INFORMATION:**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
          First                          Middle                          Last

Maiden, Alias, or Former Names: \_\_\_\_\_

Current Address: \_\_\_\_\_

Previous Addresses (last 5 years): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

Driver's License or Alternate ID: \_\_\_\_\_ (please attach a copy)  
(State ID, Military ID, passport)

Social Security Number: \_\_\_\_\_

**Data Privacy Advisory:** The data supplied on this form will be used to assess the qualifications for a license. This data is not legally required but the City will not be able to grant the license without it. If a license is granted, the data will constitute a private record. The data is needed to distinguish this application from others, to identify this application in City License files, to verify the identity of the applicant, to contact the applicant if additional information is required and to determine if the applicant meets all ordinance requirements.

I, the undersigned, do hereby authorize and grant my informed consent to permit the City of Ham Lake, or any entity designated by the City of Ham Lake to obtain from any appropriate and lawful sources, any and all data on my background whether or not classified as private. The expiration of this authorization shall be one year from the date of my signature. This background check may include criminal history, driver's license data, and outstanding warrants.

\_\_\_\_\_  
Signature

**State of Minnesota**            )  
  )    **ss Acknowledgement (Individual)**  
**County of Anoka**            )

This instrument was acknowledged before me on \_\_\_\_\_, 20\_\_\_\_, by

\_\_\_\_\_.

Notarial Seal:

\_\_\_\_\_  
Notary Public

<b>***CITY OF HAM LAKE***</b>		
<b><u>LIST OF PROHIBITED CONTACTS</u></b>		
<b><u>NAME</u></b>	<b><u>HOUSE #</u></b>	<b><u>STREET ADDRESS</u></b>
Tim Ayshford	111	167th Lane NE, Ham Lake, MN 55304
Bill Larson	643	175th Avenue NE, Ham Lake, MN 55304
Doug & Elaine Gifford	1810	136th Avenue NE, Ham Lake, MN 55304
Greg Broos & Lisa Broos Jones	1922	152nd Lane NE, Ham Lake, MN 55304
Laurie Lewis	2661	158th Avenue NE, Ham Lake, MN 55304
Melissa Lindsay	3411	133rd Lane NE, Ham Lake, MN 55304
Lonna & James Broman	3444	133rd Lane NE, Ham Lake, MN 55304
Deb Good	13339	Shenandoah St. NE, Ham Lake, MN 55304
Gary L. Hinton	13558	Yancy St. NE, Ham Lake, MN 55304
Larry & Michelle Olson	13947	Terrace Road NE, Ham Lake, MN 55304
Glen & Kirsten Harstad	14152	Terrace Road NE, Ham Lake, MN 55304
Carl Nivala	14357	Washington St. NE, Ham Lake, MN 55304
Sharon Kvamme	16060	Dunkirk St. NE, Ham Lake, MN 55304
Paul & Linda Jopp	16916	Eveleth St. NE, Ham Lake, MN 55304
Sara L. Bauer	17152	Urbank St. NE, Ham Lake, MN 55304
Rehn & Karen Smith	17845	University Avenue NE, Ham Lake, MN 55304
Rich & Jennifer Bohr	861	152nd Avenue NE, Ham Lake, MN 55304
<b>***ACKNOWLEDGEMENT OF PROHIBITED CONTACTS***</b>		
The undersigned acknowledges having been informed that the undersigned is prohibited by municipal ordinance and by State trespassing laws from coming upon any of the properties listed on the hereto attached List of Prohibited Contacts, and the undersigned has received a copy of the list.		
<b>Signature:</b> _____		
<b>Dated:</b> _____		Rev.7/2014

## **7-1100 Transient Merchant, Peddler, Canvasser, and Solicitor**

### **7-1110 Definitions.**

- 1) A “**canvasser**” or “**solicitor**” is any person traveling from place to place and/or house to house who takes orders for the future delivery of merchandise or for services to be performed in the future, whether or not such person exposes a sample or collects advance payments on such sales; provided, however, that such definition shall also include any person who occupies any temporary structure, vehicle or other place for the primary purpose of exhibiting samples or taking orders for future delivery.
- 2) A “**peddler**” is any person traveling from place to place and/or house to house who carries his merchandise with him, offering and exposing the same for sale, and making deliveries to purchasers, or any person who, without traveling from place to place, shall sell or offer merchandise for sale from a vehicle or conveyance.
- 3) A “**transient merchant**” is any person whose business in the City is temporary or seasonal and consists of selling and delivering merchandise within the City, and who in furtherance of such purpose uses or occupies any structure, vehicle, or other place for the exhibition and sale of such merchandise, either privately or at public auction; provided, however, that a transient merchant shall not be construed to mean any person who while occupying such temporary location, exhibits only samples for the purpose of securing orders for future delivery only. The person so engaged shall not be relieved from complying with the provisions of this ordinance merely by reason of temporarily associating with or conducting such transient business in connection with a local businessman.

### **7-1120 License Required.**

A license shall be required for any canvasser, peddler, transient merchant, or solicitor to operate in the City. The license period will be for six (6) months.

### **7-1130 Exclusions.**

No person shall be required to obtain a license in the following instances:

- 1) Occupations licensed and/or bonded pursuant to State Law.
- 2) A solicitor or canvasser doing business by appointment.
- 3) A solicitor or canvasser taking orders for the future door-to-door delivery of newspapers.
- 4) Salespersons selling goods to retail or wholesale stores or to professional or industrial establishments.
- 5) The conduct of “garage sales” or “rummage sales”.
- 6) No license shall be required for vendors as a preliminary step to the establishment of a regular route service for the sale and delivery of such commodities or the providing of such services to regular customers.
- 7) School children selling items for fund-raisers.



### **7-1140 Religious & Charitable Organizations**

Any organization, society, association or corporation desiring to solicit or have solicited in its name money, donations of money or property or financial assistance of any kind or desiring to sell or distribute any item of literature or merchandise for which a fee is charged or solicited from persons other than members of such organizations upon the streets, in office or business buildings, by house to house canvass or in public places for a charitable, religious, patriotic, philanthropic or otherwise non-profit purpose shall be exempt from Section 7-1150 of this ordinance, provided a sworn application in writing on a form furnished by the City is filed which shall include the following information; Notwithstanding the foregoing, persons representing organizations exempt from the provisions of Article 7-1150 hereof are required to comply with the provisions of Article 7-1160 hereof.

- 1) Name and purpose of the cause for which the license is sought.
- 2) Names and addresses of the officers and/or directors of the organization.
- 3) The period during which the solicitation is to be carried on.
- 4) Whether or not any commission, fee, wages or emoluments are to be expended in connection with such solicitation.

Upon the foregoing being satisfied, such organization, association or corporation shall furnish all its members, agents, or representatives conducting the solicitation credentials in writing stating the name of the organization, name of the agent, and the purpose of the solicitation. Such credentials shall be kept on the person of the members, agents or representatives during the actual solicitation and be presented to anyone requesting to see same.

An organization shall qualify for exemption if and only if:

- a. it has been incorporated as a non-profit corporation under the laws of any state, or
- b. it has been granted tax exempt status by the Internal Revenue Service.

Proof of qualification under one of the above two criteria shall be provided with the application for exemption.

### **7-1150 Application.**

In addition to such information as the City Clerk may require, the application shall also include:

- 1) Name and description of the applicant.
- 2) Permanent home address and full local address of the applicant.
- 3) A brief written description of the nature of the business, other goods to be sold, and the applicant's method of operation.
- 4) If employed, the name and address of the employer, together with credentials establishing the exact relationship.
- 5) The length of time which the applicant intends to do business in the City, with the approximate dates.

- 6) The place where the goods or property proposed to be sold, or orders taken for the sale thereof, are manufactured or produced, where such goods or products are located at the time said application is filed, and the proposed method of delivery.
- 7) A photograph of the applicant, taken within sixty (60) days immediately prior to the date of filing of the application, which picture shall be two (2") inches showing the head and shoulders of the applicant in a clear and distinguishing manner.
- 8) A statement as to whether or not the applicant or the person managing the business has been convicted of any crime, misdemeanor or violation of any municipal ordinance, involving activities licensed under this ordinance, the nature of the offense and the punishment or penalty assessed therefore.
- 9) If a vehicle is to be used, a description of the same together with license number or other means of identification.
- 10) A statement of the nature, character, and quality of the goods, wares, or merchandise to be sold or offered for sale by applicant, the invoice value and quality of such goods, wares, and merchandise, whether the same are proposed to be sold from stock in possession or by sample, at auction, by direct sale, or by taking orders for future delivery.
- 11) A brief statement of the nature, character, and content of the advertising done or proposed to be done in order to attract customers (samples may be requested).
- 12) Credentials from the person, for which the applicant proposes to do business, authorizing the applicant to act as such representative.
- 13) Transient merchants shall include the addresses of all places where the business is to be located along with written consent of the owners or occupants.
- 14) A detailed description of the warranty as to fitness for the intended purpose of the goods to be sold, as such warranty is intended by the Uniform Commercial Code, together with a detailed description of the means by which persons seeking to enforce such warranty may do so, including name, addresses and agents for service of process of all businesses in the chain of products liability.

#### **7-1160 Prohibited Practices**

No person under this ordinance shall:

- 1) Sell or solicit before the hour of 9:00 A.M. or after 9:00 P.M., unless a previous appointment has been made.
- 2) Enter or conduct business upon any premises where a sign or plaque is conspicuously posted stating in effect that no peddlers or solicitors are allowed. Such signs shall have letters a minimum of one-half (1/2") inch high.
- 3) Occupy for the purpose of advertising and/or conducting business any area within a sight triangle, at any road intersection.

- 4) Occupy as a transient merchant, solicitor or peddler, any public right-of-way or other public property for the purpose of advertising and/or conducting business.
- 5) Occupy as a transient merchant any property not located in commercial or industrial zoning which location shall comply with all requirements of Article 9 including but not limited to parking and setback requirements.
- 6) To come upon any parcel of land zoned for any residential purpose for the purpose of conducting canvassing or solicitor activity, if the resident of the parcel has elected to have their name and address placed upon the public List of Prohibited Contacts as defined in Article 7-1180 hereof.

**7-1170 License Fees**

Fees for licenses shall be as set from time to time by City Council resolution.

**7-1180 List of Prohibited Contacts**

Any person in any area of the City zoned for residential purposes may request of the City Administrator that their name and address be placed upon a list, to be known as the List of Prohibited Contacts. This list shall be maintained by the City Administrator, and a copy thereof shall be furnished to any solicitor or canvasser at the time of application for a permit or exempt status. The applicant, and all persons who will be conducting canvassing or soliciting activities shall be required to sign a receipt acknowledging having been informed of the List of Prohibited Contacts, which receipt shall be in the following form:

Acknowledgment of Prohibited Contacts:

The undersigned acknowledges having been informed that the undersigned is prohibited by municipal ordinance and by State trespassing laws from coming upon any of the properties listed on the hereto attached List of Prohibited Contacts, and the undersigned has received a copy of the list.