

**CITY OF GLENWOOD, IOWA  
APPLICATION FOR LICENSE**

Application Date: \_\_\_\_\_

**PEDDLER, SOLICITOR, TRANSIENT MERCHANT**

Full Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
(Last, First M.I.)

Local Address: \_\_\_\_\_  
Street City State Zip

Permanent Address: \_\_\_\_\_  
Street City State Zip

Drivers License #: \_\_\_\_\_ State: \_\_\_\_\_ SSN#: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Bonded: Yes \_\_\_ No \_\_\_ State Issued: \_\_\_\_\_ IA Retail Sales Tax #: \_\_\_\_\_ Exempt (By which Authority): \_\_\_\_\_  
(Attach Copy of Proof of Bond to this request.)

License Plate #: \_\_\_\_\_ (Year) \_\_\_\_\_ (Make) \_\_\_\_\_ (Model) \_\_\_\_\_ (Color) \_\_\_\_\_

Business Represented: \_\_\_\_\_ Ph: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Email: \_\_\_\_\_

Describe the nature of the activity or business and goods/services offered: \_\_\_\_\_

Have You sold or solicited in IOWA previously? Yes \_\_\_ No \_\_\_ If Yes, please list the last three (3) Cities with dates:

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_

Have you ever been convicted of a crime, misdemeanor, or violation of municipal ordinance: Yes \_\_\_ No \_\_\_  
If Yes, please explain the nature of the offense, punishment, penalty, etc, including dates, below.

I hereby certify that the statements furnished above are true and correct. I authorize any representative of the City of Glenwood, Iowa to receive verification of these statements. Failure to supply statements or falsification of statements will result in this application being denied.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

Valid Photo I.D.: Yes \_\_\_ No \_\_\_ \$25.00 Application Fee Paid: Yes \_\_\_ No \_\_\_ Total License Fees Paid: \$ \_\_\_\_\_

License Time Requested: One Week \_\_\_ Six Months \_\_\_ One Year \_\_\_ Certificate of Insurance Attached: Yes \_\_\_ No \_\_\_

Receipt Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Date Expires: \_\_\_\_\_ Permit #: \_\_\_\_\_

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ORDINANCE 920

### AN ORDINANCE AMENDING THE CITY CODE OF ORDINANCES OF THE CITY OF GLENWOOD, IOWA, BY AMENDING CHAPTER 122 REGARDING "PEDDLERS, SOLICITORS, AND TRANSIENT MERCHANTS"

**Section 1.** The Glenwood City Code is hereby amended by amending Sections 04 and 05 of Chapter 122 to read in full as follows:

#### **122.04. APPLICATION FOR LICENSING:**

- A. Filing: Application requests shall be filed with city hall. No application request shall be accepted for filing and processing unless it conforms to the requirements of this chapter. This would include a complete and true application, all of the required materials and information prescribed, and is accompanied by the required fees.
  
- B. Timely Submittal: Unless otherwise provided herein, applications must be submitted not less than seven (7) calendar days prior to the proposed start date of any peddling, solicitation or transient merchant sales or related activities. The city reserves the right to reject any applications that have not been timely submitted to the city.
  
- C. Application Contents: Application shall be made on a form provided by the city and shall include:
  - 1. Full name of the applicant.
  
  - 2. Applicant's contact information including mailing address, phone numbers and e-mail address.
  
  - 3. Applicant's employer, if any, and the employer's address, the nature of the business.
  
  - 4. Make, model, and year of vehicle to be used and the license plate number.
  
  - 5. The length of time sought to be covered by the license.

6. Certificate of liability insurance or surety bond through the Iowa Secretary of State.

- D. **Right to Appeal:** Any applicant whose application for license was disapproved may appeal to the City Council at its next regularly scheduled meeting by filing with the city clerk or the city clerk's designee a written request for an appeal to the City Council at least seven (7) days prior to the meeting. As a result of this appeal, the City Council may affirm, modify or reverse the decision of the clerk not to issue the license. If the application for license is denied, the applicant is not eligible for the issuance of a license under this chapter for a period of one year from the date of notification that the license application was disapproved, was served in person or deposited in U.S. mail.
- E. **Applications Deemed Withdrawn:** Any application received shall be deemed withdrawn if it has been held in abeyance, awaiting the submittal of additional requested information from the applicant, and if the applicant has not communicated in writing with the city and made reasonable progress within thirty (30) days from the last notification from the city to the applicant. The application fee is nonrefundable. Any application deemed withdrawn shall require submission of a new application and fees to begin a new review and approval process.
- F. **Issuance of License:** Upon completion of the review process and a determination of compliance with the applicable regulations and all applicable application and license fees have been paid, the city clerk or the city clerk's designee will issue the appropriate license.

**122.05. LICENSE & APPLICATION FEES:**

At the time of submission of a license application, the applicant shall pay to the city the applicable application and license fees. The fee schedule will be set by resolution and may be modified from time to time with approval by resolution of the City Council.

**Section 2.** Sections 06, 07, 15, and 17 of Chapter 122 are hereby repealed and deleted.

**Section 3.** All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

**Section 4.** This ordinance shall be in full force and effect after passage, approval and publication as provided by law.

**PASSED AND ADOPTED** at Glenwood, Iowa, this 12<sup>th</sup> day of July 2022.