DELTA
TOWNSHIP

TO: Vendor License Applicant

FROM: Delta Charter Township, Clerk's Office

RE: Vendor License Application Procedure

Dear Applicant:

Delta Township would like to thank you for considering Delta as the community in which to conduct your business. We wish you success in the application process. Attached are a vendor application form and a copy of the Delta Township's current Vending Ordinance, which includes the vendor license application requirements and the regulations, associated with all vending activity. The application and Ordinance applies to all "vendors" and "vending activity" as those terms are defined within the Ordinance. **A valid vendor license, issued by the Township Clerk, is required for all vending activity intended to take place within Delta Township.**

VENDOR LICENSE APPLICATION REQUIEMENTS AS FOLLOWS:

1. Application must be filled out and submitted with the application and fee. All other information pertaining to applying for vending license i.e. MI Sales Tax License, Property Owners approval, Passport photograph (2 X 2 inch photo with white background) available at the Clerk's Office, Legible copy of photo identification for applicant and employees etc. must be filed with the vending license application and fee. If all applicable materials are not submitted the application will not be accepted.

2. Application processing will be completed within 10 business days (Monday – Friday), from the day the application is submitted. Notice of vendor license approval or denial will be provided to the applicant.

3. The applicant should carefully review the attached Vending Ordinance. All persons operating, as vendors and all vending activity must comply with the Delta Township Vending Ordinance, failure to do so may result in denial of the vendor application request, or revocation of a vendor license once issued.

4. The applicant, in good faith, must complete the attached vendor license application form and return the form to the Township Clerks Office. Applicants should note that no vending license issued can be used by any person other than the person to whom it was issued. If the applicant intends to have persons other than they participate in the proposed vending activity, the applicant should refer to Chapter 42 Section 35 of the attached Vending Ordinance.

5. The applicant must submit a nonrefundable application fee, payable in cash or check, to the Township Clerks Office. The application fee is due at the time the application is submitted. Vendor license application fees as of May 2003 are as follows:

    - **$350.00 – Vending from commercial site – 15 Day Permit (The $350.00 fee provides the vendor with up to 5 background investigations as required by Section 42-36. A fee of $10.00 is required for the background investigations for each employee exceeding 5.)**

- **$125.00 – Door-to-door vending – 15 Day Permit**
  (The $125.00 fee provides the vendor with up to 5 background investigations as required by Section 42-36. A fee of $10.00 is required for the background investigations for each employee exceeding 5.)

- **$75.00 – All license renewals**
  (Within 6 months of original permit and within calendar year. Maximum length vending license is issued in calendar year is 30 days.)

6. The applicant must submit a copy of their current Michigan Sales Tax License or, if exempt, a copy of a current exemption certificate, at the time the application is submitted.

7. The applicant is required to obtain the permission of the property owner of the property upon which the vending activity is intended to take place. The property owner must also acknowledge their understanding of the property owner's responsibilities as established in Chapter 42 Section 2 of the Vending Ordinance. Applicants should note any vending activity intended to be conducted from a fixed site within Delta Township is only permissible on commercially zoned property.

8. If the applicant intends the use of any sign, banner, flag or similar device it shall comply with the Delta Township Sign Ordinance.

9. If the applicant intends the use of any tent, canopy, or similar structure it shall comply with the Delta Township Fire Code and Delta Township Tent Ordinance.

10. Fireworks vendors shall submit the following documents: all documents submitted to Lara (Department of Licensing and Regulatory Affairs) application, site plan to confirm 20 foot setback from road right-of-way, floor plan of sales area with emergency exits

11. Each applicant will be investigated (criminal background history), the Delta Township Community Development Building Division (structural compliance, sign ordinance), the Delta Township Fire Department (fire safety compliance), and the Delta Township Community Development Planning Division (zoning, traffic, parking and tent compliance).

12. If the applicant intends to sell prepared food for human consumption, a copy of a current certificate of approval from the Barry-Eaton District Health Department must be submitted at the time the application is submitted.

13. The applicant is required to acknowledge their understanding of the regulations contained within the Vending Ordinance.

14. The applicant is required to acknowledge their intended compliance with the regulations of the Vending Ordinance.

Carefully review the attached Vending Ordinance. Questions may be directed to the Delta Township Clerks Office at (517) 323-8500, the Delta Township Community Development Building Division at (517) 323-8530, the Delta Township Community Development Planning Division at (517) 323-8560, and the Delta Township Fire Department at (517) 321-6622.

DELTA
TOWNSHIP

DELTA CHARTER TOWNSHIP
VENDING REGULATIONS

For your information and convenience, you have been provided with this list of vending regulations. All persons operating as "vendors" within the Charter Township of Delta, as defined by Chapter 42, Vendors of the Charter Township of Delta Code of Ordinances, are required to comply with these regulations, as mandated. Please be advised that this is not a comprehensive list of every regulation; which may apply to every vending activity, but is intended to be general information regarding the regulation of vendors within Delta Township. Other regulations inherent to the Ordinance may apply to special or unique circumstances, which are not identified below.

1. Any person conducting a vending activity upon request of any citizen, law enforcement officer, representative of Delta Township or Eaton County shall present identification.

2. The vendor's Delta Township Vending License and Michigan Sales Tax License shall be displayed at all times by the vendor so as to be conspicuous during the time of the vending operation.

3. Vending, soliciting or peddling, as defined herein, is prohibited at a private residence, as well as a commercially zoned property, prior to 9:00 a.m. and after 9:00 p.m.

4. Vending is not permitted on property where the owner or occupant thereof has displayed a "no soliciting" or similar sign on such premises.

5. The proposed vending activity shall not create a fire hazard; and may be subject to approval by the Township Fire Chief.

6. The proposed vending activity shall not create a structural safety hazard; and may be subject to approval by the Township Building Official.

7. The proposed vending activity shall not create traffic circulation and parking problems and vending activity will comply with tent ordinance and may be subject to approval by the Township Zoning Administrator.

8. Upon termination of the vending activity, all items generated or used by the vending activity shall be removed from the site, including any and all litter, debris, refuse, signs, structures, temporary buildings, display tables, etc., which were related to the vending activity on the site.

9. The vendor shall comply with any special conditions, which may be imposed upon the license by the Township Board pursuant to Chapter 42, Article II of the Code of Ordinances.

10. The display of goods, merchandise, vehicles, services or other items permitted by this ordinance are **PROHIBITED WITHIN THE PUBLIC ROAD RIGHT-OF-WAY**. Tents, canopies, trailers, sales stands and other similar structures relating to the vending activity are also prohibited within the public road right-of-way.

11. The use of any sign, banner, flag, or similar device intended to attract attention to the vending activity shall be in compliance with the Delta Township Sign Ordinance. *(A temporary sign permit is required for any sign used.)* Questions regarding compliance can be addressed to: Code Enforcement Officer, Building Division at 517-323-8530.

12. The use of a tent, canopy etc. may require a permit and must be in compliance with the Delta Township Fire Code and Tent Ordinance. Questions regarding compliance can be addressed to: Community Development (Planning Divison) 517-323-8570.

13. Upon notice of license and/or revocation by the Township Clerk or Sheriff's Department, all vending activity on the site must cease immediately. Any person notified by the Clerk's Office to cease a vending activity should contact the Clerk's Office as soon as possible.

DELTA TOWNSHIP

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VENDING LICENSE APPLICATION

APPLICANT INFORMATION:

NAME: _____
(Last) (First) (Middle)

DATE OF BIRTH: _____

DRIVER'S LICENSE NO.: _____

ADDRESS: _____
(Street) (City) (Zip)

VEHICLE DESCRIPTION: _____
(Make) (Model) (Year)

LICENSE PLATE NO.: _____ HOME PHONE: _____

WORK PHONE: _____ CELL PHONE: _____

E-MAIL: _____

- **APPLICANT MUST SUBMIT A LEGIBLE PHOTOCOPY OF THEIR DRIVERS LICENSE OR STATE IDENTIFICATION CARD.**

- **APPLICANT MUST SUBMIT A PASSPORT QUALITY PHOTO OF THEMSELVES.**

APPLICANT'S BACKGROUND INFORMATION:

Have you ever had any occupational license revoked, suspended, or denied by any other municipal authority: If Yes, what is the name of the municipality and what were the circumstances of this action: _____

_____

Have you ever operated as a vendor within Delta Township before: _____ If yes, were you issued a license or permit; where was your business located; and what did you sell?

_____

APPLICANT CERTIFICATION:

I certify as applicant for the Vending License that all statements and information provided in this application are true, complete and correct, to the best of my knowledge and belief, and are made in good faith. I further acknowledge that the vendor, proprietor, agents and employees will be held responsible for any violations of the Delta Township Vending Ordinance which may result in the issuance of a ticket violation to the vendor.

_____ _____

SIGNATURE OF APPLICANT DATE

****

BUSINESS REPRESENTED:

NAME OF BUSINESS:_____

ADDRESS:_____

(Street) (City) (Zip)

OWNER/REPRESENTATIVE NAME: _____

PHONE NO.: _____

E-MAIL ADDRESS: _____

DESCRIPTION OF BUSINESS:

GOODS/SERVICES TO BE SOLD:_____

METHOD OF DELIVERY: _____

STRUCTURE TO BE USED: _____

PARKING AVAILABLE: _____

Yes or No

PROPOSED DATES & HOURS OF OPERATION:_____

LOCATION OF PROPOSED ACTIVITY: *(Please circle: Door to Door or fixed site)*

_____

(Street) (City) (Zip)

****

EMPLOYEE INFORMATION:

EMPLOYEE NAME :_____

(Last) (First) (Middle)

DATE OF BIRTH: _____

DRIVER'S LICENSE NO.: _____

ADDRESS:_____

(Street) (City) (Zip)

VEHICLE DESCRIPTION: _____

(Make) (Model) (Year)

LICENSE PLATE NO.: _____ HOME PHONE: _____

WORK PHONE: _____ CELL PHONE: _____

- **EMPLOYEE MUST SUBMIT A LEGIBLE PHOTOCOPY OF THEIR DRIVERS LICENSE OR STATE IDENTIFICATION CARD.**

- **EMPLOYEE MUST SUBMIT A PASSPORT QUALITY PHOTO OF THEMSELVES.**

EMPLOYEE REFERENCES:

1. NAME: _____

   PHONE NO.: _____

   ADDRESS:_____

   (Street) (City) (Zip)

2. NAME: _____
PHONE NO.: _____
ADDRESS: _____
(Street) (City) (Zip)

3. NAME: _____
PHONE NO.: _____
ADDRESS: _____
(Street) (City) (Zip)

****

PROPERTY OWNER INFORMATION AND PERMISSION:

PROPERTY OWNER NAME: _____
WORK PHONE: _____ CELL NO.: _____
E-MAIL: _____
I _____
(Print Name)
Herby grant permission for the above described vending activity on property that I own at:

_____
(Street) (City) (Zip)
For the following dates: _____

_____
(Signature of Property Owner)
Furthermore, property owner must understand and agree to his/her responsibilities as established in Chapter 42, Vendors, of the Charter Township of Delta Code of Ordinances.

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OFFICIAL USE ONLY

License No. _____ MI. Sales Tax License No.: _____
Filing Date: _____ Health Dept. Approval: _____
Received By: _____ Sheriff Approval: _____
Fee Paid: _____ Fire Marshal Approval: _____
Received copy of Driver's License or State Identification Card (for applicant and each employee): _____
Received a passport quality photograph of applicant and each employee: _____
Building Official Approval: _____
Zoning Administrator Approval: _____ RECEIPT NO.: _____
Final Approval: _____

DELTA CHARTER TOWNSHIP
MARY R. CLARK, TOWNSHIP CLERK
7710 W. SAGINAW HIGHWY, LANSING, MI 48917-9712
www.deltami.gov – Fax: 517-323-8599

DELTA TOWNSHIP COMMUNITY DEVELOPMENT DEPARTMENT, PLANNING DIVISION

◆ 7710 West Saginaw Highway ◆ Lansing, Michigan 48917 ◆ (517) 323-8560 ◆
Township Website: www.deltami.gov Email: planning@deltami.gov

TENT PERMIT APPLICATION

ALL ITEMS SHALL BE FILLED OUT

Tent Permit Number (completed by Township)

_____

Tent Event of the year (allowed up to 5 events per yr.)

_____

I. TENT INFORMATION

Date_____

Street Address of where tent will be displayed	
Tent Purpose (eg. fireworks display)	
Dimensions of Tent	Square footage of Tent
Dates of Display	

II. TENT INSTALLER

Tent Installer's Name		
Address		
City	State	Zip Code
Phone Number		
E-mail Address		

Site plan and sketch of tent (with dimensions) is required with the application

FEES:
$30 – events with tents under 200 square feet
$50 – events with tents 200 square feet and over

Fees changed 5-5-14 Form Rev. 5-5-14

III. TENT DISPLAY REGULATIONS

1. A maximum of five (5) permits authorizing a tent display for nine (9) consecutive days shall be issued in any calendar year for any property. Permits may be issued back to back.
2. Tents 200 square feet and over require review & approval by the Fire Department
3. Tent displays shall not be erected in a road right of way, over a sidewalk, or obstruct a barrier-free parking space.
4. Tent displays shall be maintained in a clean and sanitary condition and all litter & debris removed at the cessation of the tent display.
5. The tent display permit shall be attached to the tent and in public view at all times.
6. The Zoning Administrator or his/her designee may impound any tent display which has been erected in violation of this chapter.
7. Tent permits only required for church and school properties and parcels zoned office (O), business (B1, B2) and industrial (I1, I2).

IV. APPLICANT SIGNATURE

I do hereby agree to comply with the terms and requirements of Chapter 43 of the Delta Township Code of Ordinances, Tent Displays	
Signature of Applicant	Date
Zoning Administrator Approval (Competed by Township)	Date
Fire Department Approval (Completed by Township)	Date