



SOLICITORS LICENSE APPLICATION

Email - The completed application can be emailed to Kathryn.Bowman@wentzvillemo.gov

Or can be mailed/dropped off at:

City Hall – 1001 Schroeder Creek Blvd. Wentzville, MO 63385 (636) 327-5101

The following items are required for the license:

- _____ \$25 Administrative Fee (Paid each time license is applied for).
- _____ 2x2 Current Digital Photo taken within 60 days
- _____ Copy of sales pitch.
- _____ Copy of the Missouri Sales Tax License or a Missouri Registration Certificate must be provided.
- _____ State Highway Patrol Background Check issued not more than six months prior to proposed last date of the solicitors license date from the State of applicant’s permanent residence. (For Missouri residents, the website is: www.mshp.dps.missouri.gov)
- _____ Letter of No Tax Due dated within the last 30 days.
- _____ \$10 per day license fee for _____ days _____.
- _____ List the days (Monday-Saturday): _____
- _____ List the times: _____ (permitted only between the hours of 10 a.m. and 30 minutes before sunset). SUNDAYS ARE PROHIBITED.
- _____ Provide a copy of driver’s license.
- _____ Copy of Ordinance 4328 of the Wentzville Municipal Code was given to applicant. If not given to the applicant, why?
- _____ Credentials establishing the exact relationship with employer and employee. Must be on company letterhead list applicant(s) applying for a license; signed by business owner or president of the company.

ALL REQUIRED DOCUMENTS AND PAYMENT MUST BE SUBMITTED PRIOR TO STARTING THE PROCESS.

PLEASE ALLOW FIVE BUSINESS DAYS FOR SOLICITORS LICENSE TO BE PROCESSED AND ISSUED.

TO BE COMPLETED FULLY BY APPLICANT: _____ For Profit _____ Not For Profit

Applicant Name: _____

Date of Birth: _____

Permanent Home Address: _____

Full Local Address: _____

Phone: _____ Cell: _____

Email: _____

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Employer Name: _____

Employer Address: _____

Phone: _____ Cell: _____

Email: _____

If an issue arises we must be able to contact a Supervisor. This information is required.

Supervisor's Name: _____

Supervisor's Permanent Home Address: _____

Supervisor's Full Local Address: _____

Phone: _____ Cell: _____

Email: _____

Does the Supervisor have a Solicitor's License with the City of Wentzville? Yes___ No___

Will he/she be applying for a license with the City of Wentzville? Yes___ No___

Will the Supervisor be in the city limits of Wentzville when you are soliciting? Yes ___ No ___

Type of vehicle (Year, Make, Model): _____

Number of passenger seats: _____

Vehicle License Plate#: _____ State: _____

Will you be the driver of this vehicle? Yes___ No___

If you will not be driving the vehicle listed, then provide the name of the person you will be riding with:

Name and description of the nature of the business and goods to be sold: _____

The place where the goods or property proposed to be sold or orders taken for or the sale thereof are manufactured or produced, where such goods or products are located at the time such application filed and the proposed method of delivery: _____

Has applicant ever been convicted of any crime, misdemeanor or violation of any municipal ordinance? Yes___ No___

Explain nature of offense(s) and punishment or penalty assessed therefore: _____

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Has applicant ever had a charter, registration permit or license denied, suspended, revoked or enjoined by any court or governmental authority? Yes___ No___

I have received and read the Ordinance 4328.

Initials Date

Per Ordinance 4328, I understand that there will be no refund of the administration fee if license is not approved:

Initials Date

I authorize a copy of this application be used in the occurrence of an extension or renewal of this license by my current employer as listed on this application.

Initials Date

If there is a No Soliciting Sign/Sticker on the dwelling, I will not knock upon the resident's door.

Initials Date

I hereby testify that the above information is correct, valid and truthful and that I understand the information provided.

Signature of Applicant

Date

Print Applicant Name

Date

FOR OFFICE USE ONLY

Received by:_____

Date Received:_____

Issued by:_____

Date Issued:_____

State Highway Patrol Check:

Reviewed and Approved by Wentzville Police Department

Signature:_____ Date: _____

City Clerk: _____ Date: _____

Bill No. 4540, an Ordinance Amending Sections 610.030 and Section 610.040 of Chapter 610 of the Municipal Code of the City of Wentzville, Missouri Pertaining to Solicitor Licenses

WHEREAS, the City of Wentzville, Missouri (the "City"), has established Applications for Licenses and Solicitor License fees within Chapter 610 of the Municipal Code of the City (the "Code"); and

WHEREAS, the Board of Aldermen finds it is in the best interest of the City to amend Sections 610.030 and 610.040 of the Code.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF WENTZVILLE, MISSOURI, AS FOLLOWS:

Section 1: Section 610.030 of the Municipal Code is hereby repealed in its entirety and a new section 610.030 addressing application for license; filing fee is adopted to read as follows:

Sec. 610.030. Application for license; filing fee.

- (a) Prior to engaging in solicitation or peddling activities (hereinafter "soliciting") within the city, each person who will engage in those activities within the city, must have submitted an application and administration fee to, and have been issued a valid license by the city. An applicant for a solicitor's license must file with the city clerk a sworn application in writing and in duplicate on a form to be furnished by the city clerk, which shall give the following information:
- (1) The name and description of the applicant;
 - (2) The permanent home address and telephone number and full local address and telephone number of the applicant;
 - (3) A brief description of the nature of the business and the goods sold, and a copy of any sales pitch;
 - (4) If employed, the name and address of the employer, with credentials establishing the exact relationship;
 - (5) The length of time for which the right to do business is desired;
 - (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 such application is filed, and the proposed method of delivery;
 - (7) A photograph of the applicant taken within 60 days immediately prior to the date of filing the application, which picture shall be two inches by two 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 has been convicted of any crime, misdemeanor or violation of any municipal ordinance, the nature of the offense and the punishment or penalty assessed therefor. Also, whether the applicant has ever had a charter, registration permit or license denied, suspended, revoked or enjoined by any court or governmental authority;

- (9) A copy of the state sales tax license or a state registration certificate must be provided;
 - (10) A state highway patrol check must be provided from the state of the applicant's permanent residence issued not more than six months prior to the date of application;
 - (11) The year, make, and model of the vehicle that will be used and names of people who will be riding in the vehicles; and
 - (12) Such other information as the city may require.
- (b) At the time of filing the application, an administration fee of \$25.00 shall be paid to the city clerk to cover the cost of processing the application for a solicitor's license.
 - (c) Upon submission of a completed application form and payment of both the administration fee and the license fee, unless the city clerk determines the application is incomplete or the information provided identifies a health, safety or general welfare basis to deny the issuance of a solicitor's license, the city clerk shall issue a solicitor's license to the applicant.
 - (d) A solicitor's license may be extended or renewed without the requirement for the applicant/licensee to submit a new application, provided the period between the last solicitor's license and the requested extended or renewed license is not greater than 30 days, the applicant/licensee confirms in writing that his prior application remains accurate and the state highway patrol background check is not dated more than six months prior to the proposed last date of the extended/renewed solicitor's license.

Section 2: Section 610.040 of the Municipal Code is hereby repealed in its entirety and a new section 610.040 addressing license fee is adopted to read as follows:

Sec. 610.040. License fees.

The license fee which shall be charged by the city clerk for the license required by this chapter shall be \$10.00 per day. No license fee shall be transferable from one licensee to another.

Section 3: The portions of this Ordinance shall be severable. In the event that any portion of this Ordinance is found by a court of competent jurisdiction to be invalid, the remaining portions of this Ordinance shall be deemed valid, unless the court finds the valid portions of this Ordinance are so essential and inseparably connected with and dependent upon the void portion that it cannot be presumed that the governing body of the City has enacted the valid portions without the invalid ones, or unless the court finds that the valid portions standing alone are incomplete and are incapable of being executed in accordance with the legislative intent. All prior resolutions or ordinances in conflict herewith shall be and are hereby repealed.

Section 4: This Ordinance shall be in full force and effect from and after its passage by the Board of Alderman and approval by the Mayor.

READ TWO TIMES AND PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF WENTZVILLE, MISSOURI THIS 26 DAY OF October, 2022.

Nickolas Guccione
Mayor, Nickolas Guccione

Attest:

Kathryn Bowman
City Clerk, Kathryn Bowman

APPROVED BY THE MAYOR OF THE CITY OF WENTZVILLE, MISSOURI THIS 26 DAY OF October, 2022.

Nickolas Guccione
Mayor, Nickolas Guccione

Attest:

Kathryn Bowman
City Clerk, Kathryn Bowman

Approved as to Form:

[Signature]
Attorney

