



WILDWOOD

APPLICATION INSTRUCTIONS

Solicitor Permits for the City of Wildwood are issued for a period of 28 consecutive days, with the exception of licensed commercial or home occupation businesses physically located in the City of Wildwood. A maximum of three permits per person, firm or organization may be issued per calendar year.

Applicants must allow the City two hours to review all required documentation to determine whether or not a permit may be issued. It is recommended that applicants call the City of Wildwood in advance to ensure a member of the Administration Department is available to review and issue a permit. The contact number is (636) 458-0440.

Please see the City of Wildwood Municipal Code for other rules, regulations and requirements.

Any person wishing to obtain a solicitor permit within the City of Wildwood must provide the following items for review:

Background Check from the St. Louis County Police Department

Contact the St. Louis County Police Department at 7900 Forsythe Blvd, Clayton, MO to have a background check performed. If you require additional information on how to obtain a background check, the contact number is (314) 889-2341. The fee for the background report ranges between \$4.50 and \$10.00; and is determined and collected solely by the St. Louis County Police Department.

The original background check issued by the St. Louis County Police Department, which will have a raised seal, must accompany the completed application before any permit can be issued. Applicants may, in lieu of a St. Louis County Police background check, provide the City of Wildwood with a current, valid St. Louis County Solicitor Permit.

City of Wildwood Application

All applications must be completed in full. Incomplete or illegible applications will be rejected automatically. All statements made on the application must be true to the best knowledge of the applicant.

City of Wildwood Permit Application Fee

The fee for each new permit is \$25.00. The fee may be paid in cash or by check. Credit and Debit Cards are not accepted.

Valid Identification

A State-issued I.D. such as a Driver's License or Non-Driver ID is preferred.

Copies of Written Materials, Documents, Fliers, or other Hand-Outs

Written materials include any and all business cards, documents, fliers, door-hangers, catalogs, order forms and/or copy of receipt document.

FOR CITY USE ONLY

Issued By: _____ Payment Date: _____
Amount Paid: _____ Time Period: _____
Check # or Cash: _____ Receipt #: _____

IMPORTANT! PLEASE READ: Applicant must contact St. Louis County Police Department at 7900 Forsythe Blvd, Clayton, MO to have a background check performed. If you require additional information on how to obtain the background check, the contact number is (314) 889-2341. The original background check issued by the St. Louis County Police Department, which will have a raised seal, **MUST** accompany this application before the permit can be issued. Applicant must provide City with valid driver's license or other state issued I.D, and a copy of any materials to be distributed while soliciting. Permits are issued for a maximum of 28 consecutive days, with the exception of licensed commercial or home occupation businesses physically located in the City of Wildwood.



WILDWOOD
16860 Main Street
Wildwood, Missouri, 63040
(636)458-0440

PLEASE TYPE OR PRINT – ILLEGIBLE APPLICATIONS WILL AUTOMATICALLY BE REJECTED

1.) Name of Applicant: _____
Full First Name Middle Name Last Name

Present (Local) Place of Residence: _____
Street Address

City State Zip Code

Length of Residence at this address: _____
Applicant's Telephone # _____

Permanent Place of Residence: _____
if different Street Address

City State Zip Code

Length of Residence at this address: _____ **Permanent Telephone #:** _____

Sex / Gender: Male Female Other **Date of Birth:** _____

Driver's License #: _____ State: _____ Social Security #: _____

2.) Physical Description of Applicant:
Height: _____ Weight: _____ Hair Color: _____ Eye Color: _____

3.) Name, address and telephone number of person, firm, company/corporation or organization for whom the applicant is employed or representing; and length of time of such employment or representation:

Firm, Company/Corporation, Organization or Self Street Address

City State Zip Code Telephone # Length of Employment

First and Last Name of Direct Supervisor or Manager Direct Telephone # of Supervisor or Manager

4.) **Description of the soliciting in which the Applicant plans to be engaged – Must provide sufficient, specific identification of the subject matter for the City of Wildwood and St. Louis County Police Department:**

6.) **Is the Applicant selling a product subject to retail sales tax? Yes No**

If yes, please attach a copy of the Company/Corporation's valid retail sales tax license issued by the State of Missouri Director of Revenue as required by RSMo, Section 144.083.

7.) **Has Applicant previously applied for a *Certificate of Registration* with the City of Wildwood? Yes No**

If yes, provide the date of the most recent prior application for a Certificate of Registration: _____

8.) **Has a *Certificate of Registration* issued to the Applicant under Chapter 610 of the City of Wildwood Municipal Code ever been revoked: Yes No**

If yes, provide the date of the revocation: _____

9.) **Has Applicant ever been convicted of violation of any of the provisions of Chapter 610 of the City of Wildwood Municipal Code (which is included in the application packet) –OR–been convicted of any such violations regulating soliciting in another municipality – this should include any convictions that do not appear on your St. Louis County Police background check: Yes No**

If yes, state the Name of the Government Entity where the conviction occurred: _____

Date of Conviction: _____

10.) **Has Applicant ever been convicted of a Felony under the laws of the State of Missouri, any other State/Commonwealth or Federal Laws of the United States within the past five years – this should include any convictions that do not appear on your St. Louis County Police background check: Yes No**

If yes, state the Name of the Government Entity where the conviction occurred: _____

Date of Conviction: _____

11.) **Are any funds being directly solicited at this time (will Applicant be collecting money in the form of cash, check or credit card?): Yes No**

If yes, provide the name and permanent or corporate office address of person, firm, company/corporation or organization that can provide a prospective donor or customer with more information about the purpose of solicitation:

Name: _____ Address: _____

12.) **Provide the following information pertaining to the vehicle you will be using for this solicitation (must be completed even if someone else is providing transportation:**

Make: _____ Model: _____ Year: _____ License Plate #: _____

License Plate State: _____

The Applicant will observe NO TRESPASSING and NO SOLICITORS signage wherever posted (Ord. 48) and will not solicit in public rights-of-way. The Applicant will not enter any residence or any residential structure (including garages and sheds) without first obtaining permission of the owner or resident. The Applicant will solicit neither before 9:00 a.m. nor after 7:00 p.m. (November – March) or 8:00 p.m. (April – October).

The Applicant hereby authorizes the City to perform any other Criminal Records Checks beyond the St. Louis County Police Background Check in order to verify the information provided by the Applicant. The Applicant attests the information given is true, correct and complete to the best of their knowledge, information and belief; and understands that the discovery of false information may result in a rejection of the application or revocation of an already issued Certificate of Registration.

Signature of Applicant

Printed Name of Applicant

Chapter 610. Soliciting

Section 610.010. Definitions.

[Ord. No. 48 §1, 9-1-1995; Ord. No. 887 §1, 10-14-2002; Ord. No. 1782 §1, 2-14-2011]

For purposes of this Chapter, the following terms shall have the meanings herein scribed:

REGISTERED SOLICITOR

Includes any person who has obtained a valid certificate of registration, as hereinafter provided, and who has such certificate in his/her possession and on his/her person while engaged in soliciting.

RESIDENCE

Includes every separate living unit occupied for residential purposes by one (1) or more persons and contained within any type of building or structure.

SOLICITING

Includes any one (1) or more of the following activities: Seeking for commercial and/or for profit purpose or gain the obtaining of orders for the purchase of goods, wares, merchandise, foodstuffs or services of any kind or description whatsoever, attempting to sell goods, wares, merchandise, foodstuffs, or services or obtaining subscriptions to books, magazines, periodicals, newspapers and every other type or kind of publication.

Section 610.020. Certificate of Registration Required.

[Ord. No. 48 §2, 9-1-1995; Ord. No. 704 §1, 4-23-2001; Ord. No. 887 §2, 10-14-2002; Ord. No. 1782 §1, 2-14-2011]

It shall be unlawful for any person, firm or corporation to go in or upon any public or private property in the City for the purpose of soliciting, as defined in Section **610.010**, without having first applied for and received a certificate of registration as hereinafter provided.

Section 610.030. Application.

[Ord. No. 48 §3, 9-1-1995; Ord. No. 887 §3, 10-14-2002; Ord. No. 1782 §1, 2-14-2011; Ord. No. 1873 §§1—2, 6-11-2012]

- A. The applicant shall truthfully state in full and provide the information and items requested on the application, which shall include at least the following:
1. Name and address of present place of residence and length of residence at such address; also business address if other than residence address, and Social Security number.
 2. Physical description of applicant and current photo.
 3. Copy of driver's license, passport, or some other government issued identification.

4. Name and address of person, firm, corporation or association by whom the applicant is employed or represents, and length of time of such employment or representation.
5. Description sufficient for identification of the subject matter of the soliciting which the applicant will engage in.
6. Period of time for which the certificate is applied for to be valid.
7. Date, or approximate date, of latest previous application for a certificate of registration under this Chapter, if any.
8. Whether a certificate of registration issued to the applicant under this Chapter has ever been revoked.
9. Whether the applicant has ever been convicted of a violation of any of the provisions of this Chapter or any ordinance of any other municipality regulating soliciting.
10. A list of all offenses, misdemeanors and felonies resulting in a conviction within the last seven (7) years.
11. A description of any vehicle(s) to be used in connection with the soliciting, including license plate number.
12. Copies of all written materials to be distributed during the soliciting.
13. Such additional information as the Police Department may deem necessary to process the application.

All statements made by the applicant upon the application or in connection therewith shall be under oath.

- B. Each application submitted under this Chapter shall be accompanied by a current certified criminal background report issued by St. Louis County, Missouri. The report is deemed current if issued within thirty (30) days of the date of the solicitor's application. Until such time as this report is submitted, the solicitor's application is not complete and will not be processed.
- C. Each applicant shall pay an application fee of twenty-five dollars (\$25.00). The application shall contain the name and address of each person who will be participating in the solicitation.
- D. The City Administrator shall cause to be kept an accurate record of every application received and acted upon, a list of complaints received, together with all other information and data pertaining thereto, and all certificates of registration issued under the provisions of this Chapter and of the denial of applications.
- E. No certificate of registration shall be issued to any person who has been convicted of the commission of a felony, or a misdemeanor offense of stealing, any sex offense, trespassing or assault, of the laws of the State of Missouri or any other State or the Federal laws of the United States within seven (7) years of the date of the application; nor to any person who has been convicted of a violation of any of the provisions of this Chapter; nor to any person whose certificate of registration issued hereunder had previously been revoked, as herein provided.
- F. No certificate of registration shall be issued to an applicant until he/she demonstrates that he/she or his/her employer has a valid retail sales license issued by the State Director of Revenue as required by Section 144.083, RSMo.

Section 610.040. Issuance, Denial and Revocation of Certificates.

[Ord. No. 48 §4, 9-1-1995; Ord. No. 1782 §1, 2-14-2011]

- A. The City Administrator or his/her designee shall be allowed up to two (2) hours from submittal of a completed application to investigate the applicant's qualifications. After consideration of the application and all information obtained relative thereto, the City Administrator or said designee shall issue the certificate or deny the application if the applicant does not possess the qualifications for such certificate as herein required. Endorsement shall be made by the Police Department upon the application of the denial of an application.
- B. Any certificate issued hereunder may be revoked by the City Administrator or his/her designee in the event there is a violation of any provision of this Chapter, in the event of fraud, misrepresentation or incorrect statement in completing the application or in carrying out the soliciting activities or in the event of any breach of the peace or activities deemed to be a detriment to health, safety or general welfare of the public.

Section 610.050. Duration — Renewal — Maximum Number.

[Ord. No. 48 §5, 9-1-1995; Ord. No. 373 §3, 1-26-1998; Ord. No. 887 §4, 10-14-2002; Ord. No. 1782 §1, 2-14-2011]

- A. *Solicitors Holding No Business License.* Except as provided in Subsection **(B)**, a certificate of registration shall be issued for a specific period of time not to exceed twenty-eight (28) calendar days. Renewal of certificates shall require an additional application fee. A maximum of three (3) certificates per year shall be issued to any person, firm or organization.
- B. *Solicitors Holding A Business License.* Any person holding a valid business license within the City of Wildwood shall be entitled to register at no additional cost up to two (2) persons who are bona fide employees of such licensed business to solicit within the City, whose certificate of registration shall be valid for the term of the business license. Any solicitors employed by such licensed business in excess of two (2) shall be required to pay the regular fee to register and obtain the solicitor's license and such license shall be valid for the period of the business license. No fee paid hereunder shall be prorated.

Section 610.060. Exhibition of Certificate.

[Ord. No. 48 §6, 9-1-1995; Ord. No. 1782 §1, 2-14-2011]

A certificate of registration issued pursuant to this Chapter shall be carried at all times by the solicitor to whom issued when soliciting or canvassing in the City and shall be exhibited by such solicitor whenever he/she shall be requested to do so by any officer of the City or by any person being solicited.

Section 610.070. Requirements For Soliciting and Duty To Observe No Soliciting Notice.

[Ord. No. 48 §7, 9-1-1995; Ord. No. 1782 §1, 2-14-2011]

- A. Solicitors are required to use only the front or main entrance to the residence and must remain on the walkway, where one exists.
- B. It shall be the duty of every solicitor upon going onto premises in the City to first examine any notice which may have been placed on such premises and to be governed by any statement contained in such notice.
- C. If the notice states "NO TRESPASSING OR SOLICITING ALLOWED", then the solicitor shall immediately and peacefully depart from the premises. Any such solicitor who has gained entrance to any residence,

whether invited or not, shall immediately and peacefully depart from the premises when required to do so by the occupant.

Section 610.080. Soliciting — in Violation of Notice.

[Ord. No. 48 §8, 9-1-1995; Ord. No. 1782 §1, 2-14-2011]

It is hereby declared to be unlawful and shall constitute a nuisance for any person to go upon any premises and ring the doorbell upon or near any door, or create any sound in any manner calculated to attract the attention of the occupant to such residence for the purpose of securing an audience with the occupant thereof and engage in soliciting either as herein defined or otherwise in defiance of the notice exhibited at the residence.

Section 610.090. Hours of Solicitation.

[Ord. No. 48 §9, 9-1-1995; Ord. No. 1782 §1, 2-14-2011]

It is hereby declared to be unlawful and shall constitute a nuisance for any person, whether registered under this Chapter or not, to go upon any premises and ring the doorbell upon or near any door of a residence located thereon, or rap or knock upon any door or create any sound in any other manner calculated for the purpose of securing an audience with the occupant thereof and engage in soliciting, as herein defined, prior to 9:00 A.M. and after 7:00 P.M. during November through March, inclusive, and after 8:00 P.M. during any other month.

Section 610.100. Activities Prohibited in The Rights-Of-Way.

[Ord. No. 48 §10, 9-1-1995; Ord. No. 887 §5, 10-14-2002; Ord. No. 1782 §1, 2-14-2011]

It shall be unlawful for any person in the public rights-of-way to solicit, offer for sale or transact the sale of goods or services, seek donations or contributions, or distribute materials to vehicles, whether for commercial or charitable or non-profit purposes; except nothing in this Section shall be deemed to prohibit otherwise lawful non-commercial activities on sidewalks or other designated areas where such activities do not hinder or stop vehicular traffic or adversely affect public safety.

Section 610.110. Penalty.

[Ord. No. 48 §11, 9-1-1995; Ord. No. 1607 §1, 3-23-2009; Ord. No. 1782 §1, 2-14-2011]

Upon conviction of any violation of this Chapter, the punishment shall be as set out in Section **100.140** of this Code.