

TOWN OF ULSTER
APPLICATION FOR SOLICITOR, PEDDLER, HAWKER or SELLER

Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Applicant's Place of Residence for the Past Five (5) Years:

Applicant's Business for the Past Five (5) Years, Including Names & Addresses:

Has the Applicant ever been convicted of a felony, misdemeanor or violation of any municipal ordinance, except traffic violations, and if so, the date, court, ordinance violated and sentence of the court? _____

Has the Applicant been previously licensed in any occupation, and if so, when, where and for what periods, and if such previous license was ever revoked, the date of revocation and the reason therefor? _____

Firm or Corporation Employed By: _____

Address of Firm or Corporation: _____

Vending Address: _____

Types of Goods the Applicant desires to sell, or the type of service Applicant desires to perform and the method of distribution: _____

Make and Model of Vehicle: _____

Color of Vehicle: _____

State of Registration: _____ Plate Number: _____

I DECLARE THE ABOVE STATEMENTS
SUBMITTED BY ME ARE TRUE:

Submission Date: _____

Amount Submitted: _____

SUBSCRIBED AND SWORN TO BEFORE ME

THIS _____ DAY OF _____ 20____.

TOWN CLERK/DEPUTY TOWN CLERK

TOWN OF ULSTER OFFICE OF THE TOWN CLERK

1 Town Hall Drive
Lake Katrine, New York 12449
OFFICE: 845.382.2455 * FAX: 845.336.0082

Suzanne Reavy



Deputy Town Clerk
Melanie Rieker

One Year License per Calendar Year (individual)	\$300.00
One Year Permit per Calendar Year (more than one individual)	\$500.00

131-6. License and special permit application requirements.

- A. Applicants for a license and a special permit to peddle or a renewal thereof shall file with the Town Clerk a verified application upon a form supplied by the Town Clerk, which shall contain the following:
- 1) The name, address and telephone number of the applicant. _____
 - 2) The applicant's place of residence for the past five years. _____
 - 3) The applicant's business or employer for the past five years. _____
 - 4) Two full-face photographs of the applicant taken within 30 days of the application and measuring at least 1.5 inches by 1.5 inches. _____
 - 5) Whether or not the applicant has ever been convicted of a felony, misdemeanor or violation of any municipal ordinance, except traffic violations, and if so, the date, court, ordinance violated and sentence of the court. _____
 - 6) Whether the applicant has been previously licensed in any occupation, and if so, where and what time periods, and if such previous license was ever revoked, the date of revocation and the reason therefor. _____
 - 7) The name and address of the person, firm or corporation the applicant represents or is employed by. _____

- 8) The particular business, trade or occupation for which the license is requested, including a brief description of the nature of the business and the kind of goods or property to be peddled or solicited. _____
- 9) The manner or means of conveyance in which said business or trade or occupation shall be conducted. _____
- 10) If the application is for a license to handle food in any form, the applicant shall submit a valid permit issued by the Ulster County Health Department indicating compliance with the provisions of the Ulster County Public Health Regulations.

- 11) If the applicant requires the use of weighing and/or measuring devices, such application shall be accompanied by a certificate, not more than six months old, from the County Sealer of Weights and Measures certifying that all weighing and measuring devices to be used by the applicant have been examined and approved.

- 12) If the application involves use of a vehicle, proof of a valid state motor vehicle registration for the vehicle to be used. _____
- 13) If the application involves the use of a vehicle, proof that the applicant holds a valid state driver's license. _____
- 14) Proof that applicant holds a New York State sales tax identification number. _____

§ 131-7. Application procedure.

- A. The application, accompanied by all required information and a nonrefundable application fee, in the amount as set by the Town Clerk and/or the Town Board. Fees shall be submitted to the Town Clerk.
- B. Upon receipt of such application, the Town Clerk shall refer the same to the Town of Ulster Building Department for such investigation of the applicant as to the applicant's compliance with Town of Ulster building and zoning codes and regulations.
- C. If such investigation should prove the applicant to be in violation of any Town of Ulster building and zoning codes and regulations, the Building Department shall attach to the application a copy of the applicant's violations and shall return the application to the Town Clerk.
- D. The Town Clerk may refuse to issue the license or special permit if the applicant has any open violations of Town of Ulster building and zoning codes and regulations, or the applicant shall be an undesirable person or incapable of properly conducting the trade or business involved.

- E. Any applicant who has been denied a license or special permit under Subsection D may apply to the Town Board at its next regular meeting for a review of such denial by the Town Clerk. In the event that the Town Board, after formal review thereof, approves the license or special permit, the application shall be returned to the Town Clerk, who, upon payment of the prescribed license fee by the applicant, shall proceed to issue the peddler's license.

- F. Such license shall contain the following:
 - (1) The name, address and photograph of the licensee.
 - (2) The kind of goods to be peddled or solicited thereunder.
 - (3) The amount of fee paid.
 - (4) The peddler's license number.
 - (5) The date of issuance and the date of expiration of such license.
 - (6) The type of license (i.e., on foot or by vehicle).
 - (7) The state license plate number of the vehicle if for a vehicular permit.
 - (8) The seal of the Town of Ulster.
 - (9) The signature of the Town Clerk.

- G. The Town Clerk shall keep a record of all licenses issued, and a list of such licensed peddlers shall be filed with the Town Police Department.

- H. The applicant for either a license or special permit by virtue for the application for said license or permit does expressly authorize the Town Clerk's Office to do a background check including but not limited to his or her driving record and other background material.

Peddling/Soliciting on Town of Ulster Property

Prior to Issuance of License:

Applicant must obtain written permission from the Town of Ulster Town Board.

Applicant must provide proof of insurance naming "Town of Ulster" as additional insured.

Peddling/Soliciting on Private Property

Prior to Issuance of License:

Applicant must obtain written, notarized permission from the property owner, stating the applicant's name, types of goods, and period of solicitation.

NOTE: Before final approval, application will be circulated to involved or interested department heads within the town of Ulster, not limited to: Building Inspector, Police Chief, Highway Superintendent, Fire Chief.

Reference: Town of Ulster Town Code Chapter 131

Please allow up to three business days for a turnaround time.

DEPARTMENT USE ONLY:

Received on: _____

Sent to the following departments:

1. _____ Date: _____
For Review or Approval (circle one)
APPROVED _____ DENIED: _____

2. _____ Date: _____
For Review or Approval (circle one)
APPROVED _____ DENIED: _____

3. _____ Date: _____
For Review or Approval (circle one)
APPROVED _____ DENIED: _____

4. _____ Date: _____
For Review or Approval (circle one)
APPROVED _____ DENIED: _____