

VENDOR REGISTRATION APPLICATION
Shawnee Township, Ohio

Permit # _____

Issued: _____

On September 14, 2020 the Board of Township Trustees for Shawnee Township through Resolution #58-20 adopted Vendor Registration requirements within the unincorporated territory of Shawnee Township. This is in accordance with Ohio Revised Code § 505.94 which provides that a Board of Township Trustees may, by Resolution, require the registration of all transient vendors within the unincorporated territory within the township and may regulate the time, place, and manner in which these vendors may sell, offer for sale, or solicit orders for future delivery of goods, including complete prohibition of such activity. This includes Door to Door Vendor Solicitation as well as Fixed Sited Vendors operating in parking lots of local businesses, such as food trucks, merchandise sales, etc.

APPLICANT NAME: _____

APPLICANT ADDRESS: _____

APPLIANT CITY / STATE / ZIP: _____

APPLICANTS PHONE No. _____ E-MAIL ADDRESS: _____

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

BUSINESS CITY / STATE / ZIP: _____

BUSINESS PHONE No. _____ E-MAIL ADDRESS: _____

VENDOR LICENSE NUMBER: _____ EXPIRATION DATE: _____

SELECT ONE: (CHECK APPROPRIATE BOXES)

- DOOR TO DOOR VENDOR SOLICITATION
- FIXED LOCATION VENDOR SOLICITATION
 - STATIONARY LOCATION ADDRESS: _____
 - WRITTEN PERMISSION TO CONDUCT BUSINESS OPERATIONS FROM PROPERTY OWNER ATTACHED

DOOR TO DOOR - VENDOR SOLICITATION INFORMATION

FEE: \$150.00 FOR 90 DAYS

NAME: _____ ADDRESS: (CITY/STATE/ZIP) _____
PHONE No: _____ E-MAIL ADDRESS: _____
DATE OF BIRTH: _____ DRIVERS LICENSE NUMBER: _____
COUNTY OF RESIDENCE: _____ VEHICLE DESCRIPTION: _____
LICENSE PLATE NUMBER: _____ COPY OF DRIVERS LICENSE IS REQUIRED TO BE ATTACHED TO APPLICATION.

NAME: _____ ADDRESS: (CITY/STATE/ZIP) _____
PHONE No: _____ E-MAIL ADDRESS: _____
DATE OF BIRTH: _____ DRIVERS LICENSE NUMBER: _____
COUNTY OF RESIDENCE: _____ VEHICLE DESCRIPTION: _____
LICENSE PLATE NUMBER: _____ COPY OF DRIVERS LICENSE IS REQUIRED TO BE ATTACHED TO APPLICATION.

NAME: _____ ADDRESS: (CITY/STATE/ZIP) _____
PHONE No: _____ E-MAIL ADDRESS: _____
DATE OF BIRTH: _____ DRIVERS LICENSE NUMBER: _____
COUNTY OF RESIDENCE: _____ VEHICLE DESCRIPTION: _____
LICENSE PLATE NUMBER: _____ COPY OF DRIVERS LICENSE IS REQUIRED TO BE ATTACHED TO APPLICATION.

NAME: _____ ADDRESS: (CITY/STATE/ZIP) _____
PHONE No: _____ E-MAIL ADDRESS: _____
DATE OF BIRTH: _____ DRIVERS LICENSE NUMBER: _____
COUNTY OF RESIDENCE: _____ VEHICLE DESCRIPTION: _____
LICENSE PLATE NUMBER: _____ COPY OF DRIVERS LICENSE IS REQUIRED TO BE ATTACHED TO APPLICATION.

FIXED SITED - VENDOR INFORMATION
(FOOD TRUCKS, MEAT OR PRODUCE SALES, OTHER MERCHANDISE SALES)

FEE: \$100.00 FOR 180 DAYS

1. AS A PRIVATE VENDOR, I AM REQUIRED TO REGISTER MY PROPOSED VENDOR BUSINESS OPERATIONS WITH SHAWNEE TOWNSHIP ZONING DEPARTMENT EVERY 180 DAYS FROM THE ISSUANCE DATE OF SAID PERMIT. AFTER 180 DAYS A NEW APPLICATION, MY AND PERMIT SHALL NEED TO BE ISSUED FROM THE SHAWNEE TOWNSHIP ZONING DEPARTMENT. BUSINESS INFORMATION IS LISTED BELOW:

I, _____, (VENDOR/OWNER) AND DOING BUSINESS UNDER THE NAME AS: _____
WILL BE CONDUCTING: **FOOD SALES FROZEN MEAT SALES GENERAL PRODUCE SALES SALE OF GENERAL MERCHANDISE** - (CIRCLE ONE)
WITHIN THE UNINCORPORATED TERRITORY OF SHAWNEE TOWNSHIP, LOCATED IN LIMA, ALLEN COUNTY, OHIO. THIS WILL EITHER BE
INDIVIDUAL BUSINESS SALES OR BUSINESS FAIR ACTIVITY (CIRCLE ONE).

BUSINESS NAME: _____ ADDRESS: (CITY/STATE/ZIP) _____
PHONE No: _____ E-MAIL ADDRESS: _____
DATE OF BIRTH: _____ DRIVERS LICENSE NUMBER: _____
COUNTY OF RESIDENCE: _____ VEHICLE OR TRAILER DESCRIPTION: _____
LICENSE PLATE NUMBER: _____ ISSUING STATE: _____ COUNTY: _____
ATTACH A COPY OF OWNERS DRIVERS LICENSE TO APPLICATION.
ALLEN COUNTY VENDOR LICENSE NUMBER: _____ EXPIRES: _____

FEE: \$100.00 FOR 180 DAYS

2. AS A COMMERCIAL BUSINESS OPERATOR, DOING BUSINESS UNDER THE NAME OF: _____, LOCATED AT
THE ADDRESS OF: _____, LIMA, OHIO. I, _____ (OWNER)
RESIDING AT _____, CITY / STATE: _____ AM AUTHORIZING AND
PERMITTING THE FOLLOWING BUSINESSES OR VENDORS TO CONDUCT : **GENERAL FOOD SALES / FROZEN MEAT SALES /**
GENERAL PRODUCE SALES / SALE OF GENERAL MERCHANDISE - (CIRCLE ONE) ON MY BUSINESS LOCATION FOR A PERIOD NOT TO EXCEED
180 DAYS FROM ISSUANCE OF SAID VENDOR PERMIT. BUSINESS OR VENDORS OPERATING DURNING THIS TIME ARE LISTED BELOW:

BUSINESS NAME: _____ ADDRESS: (CITY/STATE/ZIP) _____
PHONE No: _____ E-MAIL ADDRESS: _____
DATE OF BIRTH: _____ DRIVERS LICENSE NUMBER: _____
COUNTY OF RESIDENCE: _____ VEHICLE OR TRAILER DESCRIPTION: _____
LICENSE PLATE NUMBER: _____ ISSUING STATE: _____ COUNTY: _____
ATTACH A COPY OF OWNERS DRIVERS LICENSE TO APPLICATION.
ALLEN COUNTY VENDOR LICENSE NUMBER: _____ EXPIRES: _____

BUSINESS NAME: _____ ADDRESS: (CITY/STATE/ZIP) _____
PHONE No: _____ E-MAIL ADDRESS: _____
DATE OF BIRTH: _____ DRIVERS LICENSE NUMBER: _____
COUNTY OF RESIDENCE: _____ VEHICLE OR TRAILER DESCRIPTION: _____
LICENSE PLATE NUMBER: _____ ISSUING STATE: _____ COUNTY: _____
ATTACH A COPY OF OWNERS DRIVERS LICENSE TO APPLICATION.
ALLEN COUNTY VENDOR LICENSE NUMBER: _____ EXPIRES: _____

BUSINESS NAME: _____ ADDRESS: (CITY/STATE/ZIP) _____
PHONE No: _____ E-MAIL ADDRESS: _____
DATE OF BIRTH: _____ DRIVERS LICENSE NUMBER: _____
COUNTY OF RESIDENCE: _____ VEHICLE OR TRAILER DESCRIPTION: _____
LICENSE PLATE NUMBER: _____ ISSUING STATE: _____ COUNTY: _____
ATTACH A COPY OF OWNERS DRIVERS LICENSE TO APPLICATION.
ALLEN COUNTY VENDOR LICENSE NUMBER: _____ EXPIRES: _____

BUSINESS NAME: _____ ADDRESS: (CITY/STATE/ZIP) _____
PHONE No: _____ E-MAIL ADDRESS: _____
DATE OF BIRTH: _____ DRIVERS LICENSE NUMBER: _____
COUNTY OF RESIDENCE: _____ VEHICLE OR TRAILER DESCRIPTION: _____
LICENSE PLATE NUMBER: _____ ISSUING STATE: _____ COUNTY: _____
ATTACH A COPY OF OWNERS DRIVERS LICENSE TO APPLICATION.
ALLEN COUNTY VENDOR LICENSE NUMBER: _____ EXPIRES: _____

ATTACH ADDITIONAL PAGES FOR ADDITIONAL VENDORS -

PLEASE READ AND INITIAL NEXT TO EACH OF THE REGULATIONS

ALL DOOR TO DOOR SOLICITORS, FIXED SITED VENDORS AND BUSINESS OWNERS FOR FIXED SITED VENDOR SALES

- _____. No Transient Vendor shall fail to register or comply with the regulations established under Shawnee Township Board of Trustees, Resolution # 58-20, adopted September 14, 2020.
- _____. All vendors are required to register with the Shawnee Township Zoning Inspector, located at the Shawnee Township Administration Building, 2530 Ft. Amanda Road, Lima, Ohio **PRIOR TO** conducting any business in Shawnee Township.
- _____. Applications will be processed in a timely manner. In accordance with Shawnee Township Zoning Regulations, applications shall be approved or denied within 30 days of receipt.
- _____. Registration Fee and Period – Vendor Door to Door Sales is \$150.00 and is valid for a period of **90** days. Fixed Location Transient Vendor Sales is \$100.00 and is valid for a period of **180** days. If an application is later revoked due to violation of Resolution #58-20 all fees paid will not be refunded and are forfeited by the applicant.
- _____. Vendor Permit maybe revoked by the Zoning Inspector for any of the following causes: Fraud, misrepresentation, or false statements made in application, or in course of carrying on solicitation activities. Any violation of the provisions of Resolution #58-20, the conducting of business activities in an unlawful manner, or in such a manner that breeches public peace, or constitutes a menace to public health, safety or general welfare of the public.
- _____. Each Transient DOOR TO DOOR Vendor will be issued a Registration Card, and shall be required to have said card on/about their person when conducting business activities and shall freely show or display said registration card to any resident, business owner, or any Shawnee Township Official upon their request.
- _____. Manner of Solicitation - No vendor shall conduct public solicitation in Shawnee Township in such a manner that is contrary to public interest. No solicitation tactics shall be employed which are coercive, abusive, or misleading to the public. No transient vendor shall defraud any individual through the solicitation process.
- _____. Transient Vendors shall comply with all applicable Federal and State Laws governing the conduct of their businesses including a three-(3) day cancellation provision and the collection of payment of all applicable sales taxes.
- _____. No Solicitation shall be permitted at any residence of which the owner or tenant has posted a sign on the property prohibiting solicitation or for which the owner or tenant has filed a “No Solicitation” registration with Shawnee Township. This no solicitation list is located at Shawnee Township’s Web Site under the zoning forms section.
- _____. Door to Door solicitation shall be made between Monday through Friday between the hours of 10:00AM to 6:00PM during the months of November through April; and Monday through Friday between the hours of 9:00AM to 5:00PM during the months of May through October. No solicitation shall occur on Saturdays, Sundays and Holidays. No solicitation shall occur within the roadway right of way of any public road.
- _____. Vendors who intend to conduct activities at a stationary location on private property shall present a valid permit issued by the Shawnee Township Zoning Department. Transient vendors operating at a stationary location shall comply with all sign and temporary sign regulations as stipulated in the Shawnee Township Zoning Resolution.
- _____. Vendors shall not obstruct or interfere with public travel on or public use of any public street, road, sidewalk or way; Enter any private premises or parts of premises where entry is prohibited by notice or which is manifestly restricted to uses which are incompatible with the vendor’s activity; Remain on the premises of parts of the premises after notice to depart has been given; Possess, sell, offer to sell or solicit order for any product that is in violation of law.
- _____. Violation of the terms and conditions of this application which is consistent with the language addressed in Shawnee Township Resolution #58-20 shall be deemed a misdemeanor criminal offense and referral to the Lima City Prosecutor’s Office. Punishment shall be consistent with O.R.C. 505.99. In addition, the business owner shall be subject to a civil citation and applicable civil fine penalty issued for violation of any terms or conditions of these regulations.

APPLICANT SIGNATURE &

DATE SUBMITTED