

**TOWN OF CONCORD**

86 Franklin Street  
PO Box 368  
Springville, NY 14141  
(716) 592-4948  
Fax (716) 592-0123

**SOLICITOR'S APPLICATION**  
**ALL FEES ARE NON-REFUNDABLE**

Permit # \_\_\_\_\_  
Fee: \$150.00\*  
Paid: \_\_\_\_\_

Applicant must abide by Chapter 103-1 through 11 of the Town of Concord Code.

NAME: \_\_\_\_\_

Physical Description: Ht \_\_\_\_\_ Wt \_\_\_\_\_ M/F \_\_\_\_\_ Age \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

LOCAL ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Please describe your purpose of solicitation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer-Name: \_\_\_\_\_  
(must have credentials establishing exact relationship)  
Address: \_\_\_\_\_

Solicitation Dates: \_\_\_\_\_

Place where goods are produced or manufactured: \_\_\_\_\_

Place where goods are located at time application filed: \_\_\_\_\_

Proposed Method of delivery: \_\_\_\_\_

State Tax registration # or Federal Tax ID #: \_\_\_\_\_

Other federal, state or local license required for applicant's business: \_\_\_\_\_

Each such permit, no matter when issued, shall be valid for a one-year period beginning March 1<sup>st</sup> and expiring on the last day of February.

1. The application and fee shall be submitted to the Town Clerk.
2. The Code Enforcement Officer will deny or approve the application.
3. Upon payment of the \$150.00 license fee, the CEO will issue a Solicitor's Permit.
4. Such Solicitor's Permit shall be in the solicitor's possession while he is soliciting.

\*An additional fee of \$25.00 for each and every employee or person shall be imposed.

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**REQUIREMENTS OF SOLICITOR'S APPLICATION**

1. Applicant must file a completed Solicitor's Application with the Town Clerk.
2. Application fee of \$150.00 should accompany completed application. An additional fee of \$25.00 shall be paid for each and every employee or person who will be engaged in said business of the applicant. All fees are non-refundable.
3. The Code Enforcement Officer (CEO) shall then cause such investigation of the applicant's business and moral character as he deems necessary for the protection of the public good.
4. If the CEO deems such investigation satisfactory, he shall approve said application, or, if denied, shall so state the reasons and notify said applicant.
5. If said application is denied, the applicant may either delete employees or persons engaged in said business or submit an amended application listing other persons to be employees or persons engaged in said business. The CEO shall then cause such inspection of the new persons or employees listed. The application shall only pay such fees as are necessary for the additional investigation (\$25.00) for each new person or employee.
6. Once approved, the license shall be valid for a one-year period beginning on the date of issuance of the Solicitor's Application.
7. Hours of said permit are listed in Section 103-10 of Chapter 103 – Peddling and Soliciting.
8. Applicant must adhere to all other requirements stated in Chapter 103 of the Town of Concord Code.

