



SOLICITATION APPLICATION

For **Rules and Regulations** regarding Solicitation, please see §6.06 of the Municipal Code. An application must be received ten (10) days prior to solicitation activities. Solicitation may only occur Monday-Sunday between the hours of 9:00 AM to 6:00 PM in residential zones and residential usage, and 9:00 AM to 8:00 PM in nonresidential zones (including mixed-use and nonresidential usage.)

APPLICANT	1. Applicant: _____
	2. Address: _____
	3. Email: _____
	4. Mobile/ Phone: _____ Business Phone Number: _____
	5. Business License Number: <i>(A valid City issued license is required for ALL businesses)</i> _____

ORGANIZATION	If the applicant is not an individual, please complete the following section with the organization's information that is wishing to solicit within the City.	
	6. Organization:	_____
	7. Address:	_____
	8. Mobile/Phone:	Business Phone Number: _____
	9. Email:	Fax Number: _____
	10. Principal Officer(s) and/or Executive(s): <i>(If more space is needed, please attach a copy to this application)</i>	
	A	Name: _____ Position: _____ Address: _____ Phone: _____
	B	Name: _____ Position: _____ Address: _____ Phone: _____
	C	Name: _____ Position: _____ Address: _____ Phone: _____
	11. Organization Type: _____	

SOLICITORS	12. Contact: <i>(Responsible party, must be 18 years of age)</i> <i>Please provide a current, color photocopy of each solicitors I.D.</i> _____	
	13. Address: _____	
	14. Email: _____	
	15. Mobile/Phone: _____	
	16. Solicitors <i>(If more space is needed, please attach a copy to this application)</i>	
	A	Name: _____ Phone: _____
	B	Name: _____ Phone: _____
	C	Name: _____ Phone: _____
	D	Name: _____ Phone: _____
	E	Name: _____ Phone: _____

Please submit completed application to Jozette Karaguoizian, Finance Services Clerk, at jkaraguoizian@lcf.ca.gov. For more information or questions, please contact the City Hall at (818) 790-8880.

17. Date: Start: _____ End: (90-day period) _____

18. Purpose: Per 6.06.110(A)(10), please provide a brief description of the purpose of the solicitation.

19. Description: Per 6.06.040(D)(3), please provide a brief description of the method or methods to be used, (ex: Door-to-door solicitation, letters, etc.)

19. Acknowledgments: (Please initial in agreement next to each statement on the right)

A I understand that in order to solicit in the City of La Cañada Flintridge, I must obtain a permit, business license (if applicable), and identification card from the City. *LCF Municipal Code (§6.06.110(A)(1))*

B I understand that a permit may not be used or represented as an endorsement by the City, departments, or employees, of the purpose of the solicitation, nor the person conducting the solicitation LCFMC (§6.06.040(B)(5) and §6.06.050(C))

C I understand that any changes from the information submitted in this application must be submitted at least twenty-four (24) hours prior to such change, *LCF Municipal Code (§6.06.040(B)(8))*.

D I understand that permits will not be granted for periods exceeding ninety (90) days, and that if additional dates are required, I must submit a new permit application.

E I understand that permits are nontransferable (*LCF Municipal Code (§6.06.050(E))*).

F I understand that no solicitation is allowed after a permit has expired without renewal, (§6.06.110(A)(2) of the *LCF Municipal Code*).

G I understand that no solicitation is allowed for any purpose outside what is listed on this application, (*LCF Municipal Code §6.06.110(A)(10)*).

H I understand that no person shall solicit at any location where there is a sign indicating “No Solicitations,” “Do Not Disturb,” “No Trespassing” or otherwise indicating that the occupants or owners do not wish to be solicited or have their privacy disturbed *LCF Municipal Code §6.06.110(A)(3)*.

I I understand that solicitation may only occur between the hours of 9:00 AM to 6:00 PM in residential zones and residential usage, and 9:00 AM to 8:00 PM in nonresidential zones (including mixed-use and nonresidential usage.) *LCF Municipal Code §6.06.110(C)*.

J I understand that no person may alter an identification card issued by the City, *LCF Municipal Code §6.06.110(A)(8)*.

K I understand that identification cards must be returned to the City after solicitation activities end and/or permit expires.

I, as undersigned and responsible party, have read Chapter 6.06 of the LCF Municipal Code and hereby agree to abide by the Rules and Regulations contained therein. I further agree and understand that violations of the rules and regulations set forth could result in a suspension of any outstanding solicitation permit(s).

Name: (Printed, must be over 18 years old) _____ **Date:** _____

Signature: _____

Title: _____

City Clerk: _____ **Date:** _____