



# CITY OF TOPEKA

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## **SIDEWALK VENDOR APPLICATION**

### **APPLICANT INFORMATION:**    **Please Print**

Name of Individual or Authorized Representative: \_\_\_\_\_  
*(\*If the applicant is an authorized representative, as opposed to an individual, he/she must provide the name of the business and other pertinent business information below – then attach a separate sheet to this Application which contains the names and permanent addresses of (i) the officers of the corporation or (ii) the members of the partnership, firm, limited liability company or other business entity.)*

Name of Business: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Web and/or Email Address: \_\_\_\_\_

Kansas State Sales Tax Number: \_\_\_\_\_ (if applicable)

*(\*Credentials from the person, firm, corporation or association who employs the applicant or is represented by the applicant may be requested.)*

### **LICENSING INFORMATION:**    **Please Print**

TMC Section 5.115.010: **SIDEWALK VENDOR** means any person, other than a mobile food vendor, who engages in the business of selling merchandise on a *public sidewalk*. (Merchandise means any goods, food, food products, or a product of any kind that can be bought or sold.)

Please provide a brief description of the activity you will be engaging in and the merchandise or service being offered: \_\_\_\_\_

Please provide the location at which you will be engaging in the activity:

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Please provide a statement indicating whether or not the applicant has had a sidewalk vendor's license revoked by the City of Topeka or another municipality within the two preceding years prior to the date of this application: \_\_\_\_\_

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Pursuant to Topeka Municipal Code Section 5.115.080(a)(6), the applicant must obtain the written permission of the property owner or tenant if the applicant is conducting business on a public sidewalk located in front of a retail business; in addition the applicant must obtain the written permission of each property owner(s) or tenant(s) located immediately adjacent thereto. ***Please attach said documentation to this Application.***

Pursuant to TMC Section 5.115.080(7), the applicant must provide a certificate of insurance demonstrating general liability coverage in an amount not less than \$500,000 per single incident. ***Please attach said documentation to this Application.***

LICENSE FEE: \$10.00/ Per Day\*. Pursuant to TMC Section 5.115.080(b), the fee is \$10 per day and will not be pro-rated or refundable for any reason, including denial of an application or license revocation. The license is valid only for the day(s) set out in the license. (\*Day begins at midnight and ends at 11:59 p.m.)

PROHIBITED ACTS: Pursuant to TMC Section 5.115.100, it is unlawful for any sidewalk vendor to: (i) Conduct business or carry on activities in violation of any zoning requirements; (ii) Conduct business between the hours of midnight and 8 a.m.; (iii) Conduct business in such a way as would restrict or interfere with the ingress or egress of abutting property owners or tenants, increase traffic congestion or obstruct adequate access to fire, police, or utility employees; (iv) Use any electronic device for amplification in an outdoor area or to otherwise create, or gather people who create, noise sufficient so as to disturb the peace, quiet or repose of surrounding residential or commercial areas; or (v) Fail to remove any structure, device, trash or debris caused, created or associated with the vendor's activities.

EXCEPTIONS: Pursuant to TMC Section 5.115.070, it is unlawful for any person to conduct business as a sidewalk vendor without a license unless sales are: (i) in conjunction with a special event for which the particular vendor has been approved by the event sponsor; or (ii) at farmer's market that is registered with the Kansas Department of Agriculture.

LOCATION; USE OF SIDEWALK: Pursuant to TMC Section 5.115.120: (i) Each license shall authorize sales only at one location, which shall be identified in the license; (ii) ***A sidewalk vendor has no exclusive right to a particular sidewalk location.*** The city manager or designee reserves the right to restrict use of the sidewalk or impose conditions on the license after taking into consideration the potential for congestion, access to adjoining businesses, pedestrian traffic and any other factor that may inconvenience the public; (iii) A sidewalk vendor shall not block

access to residences or businesses and shall ensure that there is access of at least five feet in width for passage of wheelchairs and electric personal assistive mobility devices.

TRASH RECEPTACLES; DISPOSAL. Pursuant to TMC Section 5.115.100(e), sidewalk vendors must bring a trash receptacle to their location and must remove and properly dispose of all trash and litter associated with their activities immediately upon cessation of vending. Said receptacle cannot interfere with sidewalk access.

DISPLAY OF LICENSE: Pursuant to TMC Section 5.115.110, any license granted to any sidewalk vendor must be displayed in a prominent place that is clearly visible to the public. *Please be advised, however, that even if a license is obtained and properly displayed, a sidewalk vendor may not operate within the boundaries of a special event for which the City has issued a special event permit unless said vendor can provide written verification that the event sponsor authorized its participation.*

DISPLAY OF AUTHORIZED PARTICIPANT NOTICE: Pursuant to TMC Section 12.70.060, a sidewalk vendor is prohibited from operating within the boundaries of a special event for which the City has issued a special event permit unless said vendor has been approved as an authorized participant by the event sponsor. All approved vendors must display their status as an authorized participant in a prominent place that is clearly visible to the public.

TRANSFERABILITY: Pursuant to TMC Section 5.05.080, this license may not be transferred.

I, \_\_\_\_\_, the above named applicant, do solemnly swear I have reviewed the content and requirements contained in Chapter 5.115 of the Topeka Municipal Code Chapter, which regulates Sidewalk Vendor in the City of Topeka, and affirm that all information contained in the above application is accurate, complete and true.

\_\_\_\_\_  
Applicant Signature

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**(Office Use Only)**

Fee Paid: \$ \_\_\_\_\_ Cash ( ) Charge ( ) Check ( )/No. \_\_\_\_\_ Date Paid: \_\_\_\_ \ \_\_\_\_ \ \_\_\_\_

License No.: \_\_\_\_\_

License Period From: \_\_\_\_\_ to \_\_\_\_\_  
(\*Valid only for the date(s) set out above.)

*Determination that no license required pursuant to TMC Section 5.115.070(a) and (b).*

Date: \_\_\_\_\_

Clerk's Initials: \_\_\_\_\_