



CITY OF TOPEKA

CITY CLERK
City Hall, 215 SE 7th St., Room 166
Topeka, KS 66603-3914
(785) 368-3940

Brenda Younger, M.M.C.
E-mail: cclerk@topeka.org
Fax: (785) 368-3943
www.topeka.org

TRANSIENT VENDORS 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: **TRANSIENT VENDOR** means any person, other than a mobile food vendor, flea market promoter or flea market seller, who engages in a temporary business of selling merchandise and operates on *private property*.

Please provide a brief description of the activity you will be engaging in and the merchandise or service you will be offering: _____

Please provide the location of any structure, building or conveyance to be used in the course of your activities, including the manner in which it is zoned: _____

*(*You **must** include a site plan pursuant to TMC Section 5.115.030(a)(4). Transient vendors have no exclusive right to specific areas or locations)*

Pursuant to TMC Section 5.115.030(a)(7), please identify the owner or lessee of the location identified above and attach his or her written authorization indicating that he or she has given permission for you to conduct transient vendor activities at that location/site. ***Please attach said documentation to this Application.***

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

LICENSE FEE: \$10.00/Per Day. Pursuant to TMC Section 5.115.030(b)(1), the fee is \$10 per day and will be valid only for the day(s) set out in the license.

PROHIBITED ACTS: Pursuant to TMC Section 5.115.050(a), it is unlawful for any transient vendor to conduct business between the hours of midnight and 8:00 a.m. or to conduct or carry on more than one business or activity on the same property at any one time. In addition, it is unlawful for any transient vendor to conduct business in a manner that (i) violates any zoning requirements; (ii) restricts or interferes with the ingress or egress of abutting property owners or tenant, increase traffic congestion or obstruct adequate access to fire, police or utility employees; (iii) creates noise to the extent that it disturbs the peace, quiet or repose of surrounding residential or commercial areas; (v) restricts or interferes with law enforcement access to the premises; or (vi) restricts or interferes with any inspection of the premises or business by authorized city employees. Transient vendors may not erect or construct any structure, tent or building greater than 120 square feet or conduct business or carry on activities within 50 feet of any driveway entrance or access lane from a public street to an existing business; transient vendors are prohibited from leaving any structure, device, trash or debris caused or created by, or associated with, their activities.

EXCEPTIONS: Pursuant to TMC Section 5.115.020(a), it is unlawful for any person to conduct business as a transient 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; (ii) at wholesale to retail merchants in the usual course of their business; (iii) conducted inside trade or shopping centers or trade, exhibition or convention centers located in hotels and motels; (iv) at a garage sale (on a premises devoted to residential use); (v) at an auction; (vi) at promotional trade or hobby shows that are conducted within districts zoned for commercial use; (vii) at fairs, expositions or promotional events where the activity is sponsored by the city or another governmental entity; (ix) approved by an educational institution, or a religious, civic or not-for-profit organization, at athletic events or concessions sponsored by the organization; or (x) at farmer's market that is registered with the Kansas Department of Agriculture.

TRASH RECEPTACLES; DISPOSAL. Pursuant to TMC Section 5.115.050(a)(6), transient 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.

DISPLAY OF LICENSE: Pursuant to TMC Section 5.115.060, any license granted to any transient 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 transient 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 transient 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 name applicant, do solemnly swear I have reviewed the content and requirements contained in Chapter 5.115 of the Topeka Municipal Code Chapter, which regulates Transient Vendors in the City of Topeka, and affirm that all information contained in the above application is accurate, complete and true.

Applicant Signature

(Office Use Only)

Fee paid: \$ _____ Cash ☐ Charge ☐ Check ☐/No. _____ Date Paid: ____ \ ____ \ ____

Sent to Planning Department for site plan/zoning verification: _____ (date)

Recommendation by Planning Director:

APPROVED

DENIED

License No.: TVEND _____

License Period From: _____ to _____
(*Valid only for the day(s) set out in the license.)