

Requirements to Obtain a City of Florence Solicitation Permit

1. Applicant shall schedule an appointment to meet with the Finance Administrator at which time the Finance Administrator shall review the Solicitation Permit Rules and Procedures (Attachment 1) and the Solicitation Permit Application (Attachment 2) with the applicant.
2. Upon receipt the completed Solicitation Permit Application will be reviewed by the Finance Administrator. The Finance Administrator will give a recommendation for approval or disapproval in the appropriate space on the application form and then forward it with attachments to the Florence City Chief of Police for review and recommendation.
3. The Chief of Police will make inquiries deemed necessary concerning the application before making a recommendation for approval or disapproval. After a review, the Chief of Police will forward a recommendation for approval or disapproval in the appropriate space on the application form and forward it with attachments to the City Manager.
4. The City Manager will make the final decision as to approval or disapproval and forward the application with attachments to the Finance Administrator so the decision can be communicated to the applicant. The Finance Administrator will maintain permanent records of all documents pertaining to the Solicitation Permit.

City of Florence, SC Solicitation Permit Rules and Procedures

The following rules and procedures shall be followed as required in the following sections of the City of Florence Code of Ordinances: **Chapter 13, Occupational, Licenses, Taxes and Regulations, Article VI. Charitable Solicitations** and **Chapter 19, Traffic, Article I. In General:**

Section 13-90. Permit, compliance required. It shall be unlawful for any person or for any agent, member or representative thereof, directly or indirectly, to solicit property or financial assistance of any kind to sell or offer to sell any article, tag, service emblem, publication, ticket, advertisement, subscription or anything of value, on the plea or the representation that such sale or solicitation, or the proceeds thereof, if for a charitable, educational, patriotic or philanthropic purpose, on the streets, in any office or business building, by house-to-house canvass or in any other public or private place, by telephone, personal solicitation, by mail, or in any other way, in the city, unless such person shall have first been duly permitted as herein provided in this article.

Section 13-91. Application for permit required; contents. The attached written application shall be completed and returned to the Solicitation Permit office for approval by the City Manager. Each applicant shall present to the Solicitation Permit office photographic identification prior to issuance of a solicitation permit.

Section 13-92 Investigation of application and Section 13-93 Approval of application. Upon receipt of the application the City Manager shall determine that such proposed solicitation is in fact to be conducted for a charitable, educational, philanthropic or patriotic purpose, and that the proceeds derived from such solicitation will be used for such purpose, and that not more than twenty (20) percent of the gross proceeds from the solicitation shall be used in the promotion expenses of the solicitation and that the solicitation is not promoted or conducted primarily for private profit, of its promoters, and that the solicitation will not be incompatible with the protection of health, life and property of citizens of the city, then such officer shall approve such application.

Section 13-94. Issuance and term of permit; hearing when permit is refused. Upon approval of a charitable solicitation, the City Manager shall issue a permit for such period as the City Manager may determine; not to exceed three (3) calendar months. In all cases where the City Manager declines to issue a permit, the applicant shall upon request be granted a hearing by the City Council.

Section 13-96. Revocation of permit. If upon receipt of written information or upon such officer's own investigation, the City Manager shall find that any agent or representative of the holder of a permit is misrepresenting or making untrue statements with regard to solicitation or has made untrue statements in the application or that in any other way the solicitation has been conducted or is being conducted in a manner inimical to the protection of the health, life and property of the citizens of the city and not in conformity with the intent and purpose of this article or representing in any way that any permit granted hereunder is an endorsement of such solicitation, then it shall be the City Manager's duty to revoke such permit. Before any permit is revoked, the City Manager shall give the permittee a minimum of twenty-four (24) hours' notice in writing that a hearing is to be had, and if any reasons set forth for revoking the permit are found to exist, the permit shall be revoked.

Section 19-9. Soliciting, selling on roadways. It shall be unlawful for any person or group of persons to solicit property or financial assistance of any kind or to sell anything of value in any roadway within the city. This section shall specifically mean that no one shall be authorized to stop traffic or approach vehicles stopped in the roadway to solicit property or financial assistance of any kind or to sell anything of value in any roadway.

Solicitation Permit Application
City of Florence, SC

1. The name of the organization or individual applying for a permit to solicit and the address of the headquarters of same;

2. The names and addresses of principal officers and management if the applicant is other than an individual;

3. The purpose for which any receipts derived from such solicitation is to be used;

4. The name of the persons by whom the receipts of such solicitation shall be disbursed;

5. The name and addresses of the persons who will be in direct charge of conducting such solicitation;

6. An outline of the methods to be used in conducting the solicitation;

7. The time such solicitation shall be made, giving the proposed dates for the beginning and ending of such solicitation;

8. The amount of any wages, fees, commissions, expenses or emoluments to be expended or paid to anyone in connection with such solicitation, together with the manner in which such wages, fees, expenses, commissions or emoluments are to be expended, to whom paid and the amount thereof;

9. A financial statement for the last preceding fiscal year of any funds collected for the purposes set out in section 13-90 by the organization or persons seeking a permit for such solicitation, said statement giving the amount of money so raised, together with the cost of raising it, and the final distribution thereof;

10. A full statement of the character and extent of the charitable, educational or philanthropic work being done by the applicant within the city;

11. Such other information as may be required by the city manager in order for such officer to fully determine the kind, character and worthiness of the proposed solicitation and as to whether or not such solicitation is in the interest of protecting the health, life and property of the citizens of the city and in the interest of preserving and enforcing good government and for the security of the city and its inhabitants.

Date: _____

Signature of Applicant

Name of Organization

Approved:___ Disapproved:___ Date: _____

Finance Administrator

Approved:___ Disapproved:___ Date: _____

Chief of Police

Approved:___ Disapproved:___ Date:_____

City Manager