SPECIAL PERMIT APPLICATION
(Street Solicitation in the right-of-way)

Organization/Permit Applicant: _____

Organization's Address:

_____
(Street) (City) (State) (Zip)

Organization/Permit Applicant's Federal Tax Status: For Profit [ ] Not for Profit [ ]

Organization/Permit Applicant's Federal Tax Identification Number: _____

Organization/Permit Applicant Phone #_____ **Fax #** _____

Organization's Chief Administrative Officer: _____**Title:** _____

Organization's Chief Administrative Officer's Address: _____
(Street) (City) (State) (Zip)

Business Phone #_____ **Fax #**_____ **E-Mail** _____
Organization's Chief Administrative Officer's Social Security Number: _____

Applicant has read the solicitation ordinance, which was attached to application: Yes [ ] No [ ]

Photo identification of Chief Administrative Officer is attached to application: Yes [ ] No [ ]

Describe <u>nature of the solicitation activities</u>, <u>purpose of solicitation activities</u> and <u>requested Use of Right of Way locations</u>, not to exceed six (6) locations:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Number of Solicitation Badges Required for Organization's Activities: _____

<u>Dates and Times of Solicitation Activities:</u>

Starting Date: _____ **Ending Date:** _____

Time Period for Solicitation Activity:

_____

_____

SPECIAL PERMIT APPLICATION
(Street Solicitation)

Special Permit Conditions:

1. **Application must be submitted at least 48 hours in advance of the request.**
2. **The applicant, at the time the application is submitted, must submit a statement that neither the applicant's chief administrative officer nor any person designated to solicit on behalf of the applicant has, within three years or less from the date of filing of the application, ever been convicted in any jurisdiction of embezzlement, larceny, or other crime involving the obtaining of money or property by false pretences.**
3. **Prior to the issuance of the Permit, the applicant is required to provide proof that the entity has and will maintain in full force and effect during the term of the Permit a policy of insurance covering general liability and property damage in the amount of at least Five hundred Thousand Dollars ($500,000.00) per occurrence. The insurance must not have a deductible in excess of Two Hundred and Fifty Dollars ($250.00) per occurrence. The policy must include the City as an additional insured, and must specify that the insurance is primary over any insurance carried by the City. The insurance policy must be issued by a company authorized to do business in Virginia.**
4. **The applicant agrees to attach to the application a list of all staff members and volunteers with their date of birth that participate in the solicitation activities at the identified designated locations with the City limits of Norfolk.**
5. **The applicant agrees not to use persons under age eighteen (18) years of age to solicit.**
6. **Applicant understands that permit shall not be issued for more than one (1) year, but may be renewed every year.**
7. **Return completed application to:**

   DEPARTMENT OF PUBLIC WORKS
   RIGHT-OF-WAY MANAGEMENT DIVISION
   810 UNION STREET
   ROOM 201, CITY HALL BUILDING
   NORFOLK, VA 23510
   PHONE: (757) 664-7306 FAX: (757) 664-4696

The Permittee, its agents, employees, officers, volunteers and assign assume all responsibility and liability for any injury to persons or damage to public or private property caused directly or indirectly, by the performance of permitted work under this permit. Furthermore, the Permittee has reviewed the provisions of the City of Norfolk's Street Soliciting Ordinance and agrees to abide by them, and understands and agrees that it will be held liable and its permit will be subject to revocation for any action in violation of said ordinance done on its behalf by its agents, employees, officers, volunteers or assigns.

Furthermore, the Permittee, its agents, employees, officers, volunteers and assignees agree to save and hold harmless the City of Norfolk, its agents, employees and officers from any and all claims, demands, actions, judgments, executions, damages or proceeding for any and all personal actions, judgments, executions, damages or proceedings for any and all personal injury, and injuries to property, real or personal, public or private caused by or arising out of directly or indirectly, from the performance of permitted work.

I certify that the above information is accurate.

4/18/11

Authorized Representative, Title **Date**