

# Chevy Chase Village Police Department General Order

**Subject: CHEVY CHASE VILLAGE VENDOR, SOLICITING, AND  
DISTRIBUTION OF LITERATURE PERMITS**

CALEA:

- New
- Amended
- Rescinds 7 - 8

<b>Approved:</b> 	<b>Effective:</b>	<b>No. Pages:</b>	<b>Number:</b>
Roy Gordon Chief of Police	02-15-01	3	7 - 8

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## I. GENERAL

The Communications Center is responsible for the granting of permits to vendors advertisement distributors, and solicitors. The rules and regulations are defined in Chapter 19 of the Chevy Chase Village Code of Ordinances and, in part, listed below.

## II. DEFINITIONS

### A. Advertisement Distributor (CCV Code, Ch. 19)

Any person traveling within the Village by foot or conveyance of any kind from place to place, house to house, or door to door, distributing or attempting to distribute advertising or solicitation materials, including, but not limited to, handbills, flyers, pamphlets, brochures, order forms or other similar materials.

1. The distribution of regularly published newspapers of general circulation and the delivery of the United States mail shall not be included in this definition.
2. The delivery of advertising materials to a residence by prior appointment with the occupants is also not included in this definition.

### B. Vendor (CCV Code, Ch. 19)

Any person, as defined in Chapter 1 (CCV Code), individually or through an agent, who, within the Village, traveling by foot or conveyance of any kind from place to place, house to house, door to door or upon any street, as defined in Chapter 1 (CCV Code), sells, attempts to sell, takes or attempts to take orders for the sale of goods, wares, or merchandise of any nature whatsoever, including magazines and other printed matter, or.

for the supply of services, for current or future delivery, whether or not such person or agent has, carries, or exposes for sale a sample of such sale and whether or not collecting advanced payment of such sales.

C. Solicitor

Any person, as defined in Chapter 1 (CCV Code), individually or through an agent, who, within the Village, traveling by foot or conveyance of any kind from place to place, house to house, door to door or upon any street, as defined in Chapter 1 (CCV Code), tries to obtain by entreaty, persuasion, or formal application such items as donations, services, or support for or against a political/social issue.

III. POLICY

A. In order to be granted a Chevy Chase Village vendor's/solicitor's permit:

1. The applicant must have a valid Montgomery County vendor's license which must be included with the application in order for a Village vendor's permit to be granted.

Exceptions:

- a. A Village permit may be granted to a Village resident for "neighborly" purposes such as the PTA or school fund raisers. These exceptions must be approved by the Administrative Office.
  - b. Non-profit organizations are required to register with the Village and must present a copy of the appropriate credentials (i.e. non-profit organization certificate) confirming their non-profit status.
2. The applicant must provide the appropriate application fee.
    - a. \$25.00 for each person or vehicle peddling, hawking, soliciting, or distributing advertisements in the Village.
    - b. Non-profit organizations are exempt from the application fee, however they still are required to register for a permit.

B. Applicants are required to carry the Village permit at all times and to show it on demand.

- C. Applicants are to be provided with a copy of Chapter nineteen (19) of the Village Code as well as the list of residents who have signed the "No Soliciting" petition. Failure to abide with the requirements of Chapter 19 may lead to a municipal citation and/or revocation of the permit. Solicitation of the residents who have signed this petition is a violation of the Village Code.
- D. Permits expire on the first June 30<sup>th</sup> after their issue date.

#### IV. PROCEDURES

The following is the procedure to follow when issuing a Village vendor/solicitor permit:

- A. Obtain proof of an official, valid Montgomery County vendor permit or non-profit certificate. Examples of these permits are on file in the records room.
- B. Make the applicant aware of the rules and regulations.
  - 1. Give the applicant a copy of Chapter 19 of the Village Code
  - 2. Give the applicant a copy of the list of residents who have asked not to be solicited.
- C. Have the applicant fill out the appropriate application (profit or non-profit).
- D. Obtain the \$25.00 fee (no charge for non-profit organizations) and give the applicant a receipt.
- E. Fill out the Village permit, being sure to mark the appropriate expiration date (the next June 30<sup>th</sup>) and note the permit number, organization name, and fee payment in the permit log. The permit log is on file in the records room.
- F. Make copies of the Village permit, the application, and the Montgomery County permit (or non-profit credentials). Staple them together in that order.
- G. File the packet in the appropriate file drawer by the first letter of the organization's name.
- H. Log the transaction in the permit log located in the solicitor file drawer.