

Village of Oakwood
PO Box 31, 100 S. Scott St.
Oakwood, IL 61858
PH: 217-354-4255
Fax: 217-354-4901
villagehall@oakwoodil.org
www.oakwoodil.org



SOLICITORS APPLICATION

DATE _____

NAME OF COMPANY _____

COMPANY'S MAILING ADDRESS _____

COMPANY'S PHYSICAL ADDRESS _____

COMPANY PHONE # _____

MANAGER/CREW LEADERS NAME _____

MANAGER/CREW LEADERS CELL # _____ OFFICE # _____

MANAGER/CREW LEADERS DATE OF BIRTH _____ SS# _____

DRIVERS LICENSE # _____ (ATTACH COPY)

INSURANCE CO _____ ADDRESS _____

INSURANCE REPRESENTATIVE NAME _____ PHONE # _____

**COVERAGE PER ORDINANCE \$1,000,000.00 PER OCCURRENCE AND \$2,000,000.00 GENERAL
AGGREGATE (MUST PROVIDE PROOF OF INSURANCE)**

ITEMS/MATERIAL BEING SOLICITED _____

DATES FOR SOLICITING:

START DATE _____ FINISH DATE _____

TOTAL NUMBER OF CREW SOLICITING _____ (\$100.00 PER DAY PER PERSON)

TOTAL DAYS REQUESTING TO SOLICIT _____ (\$100.00 PER DAY PER PERSON)

TOTAL AMOUNT DUE: \$ _____

LIST EACH SOLICITOR BELOW AND ATTACH ALL DOCUMENTATION:

NAME OF SOLICITOR	DATE OF BIRTH	SS#	DRIVERS LIC #	HOME ADDRESS	CELL PHONE

(YOU MAY USE THE BACK OF THIS SHEET TO LIST ADDITIONAL SOLICITORS AND INFORMATION FOR EACH SOLICITOR.)

NEXT PAGE: BACKGROUND CHECK

A BACKGROUND CHECK SHEET MUST BE FILLED OUT AND SIGNED BY EACH SOLICITOR.

WE HAVE INCLUDED A COPY OF THE VILLAGE OF OAKWOOD ORDINANCE

REGARDING PEDDLERS AND SOLICITORS

CHAPTER 227 ORDINANCE # 2023-07-17-01

PENALTIES FOR NON-COMPLIANCE MAY RESULT IN REVOCATION OF LICENSING AND OR RESULT IN UP TO \$500.00 IN FINES PER OCCURRENCE.

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VENDOR/CONTRACTOR BACKGROUND CHECK

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

For a period of one year from the execution of this form, I _____ authorize the Oakwood Police Department to conduct an investigation into all aspects of my qualifications and background. I also authorize any individual, organization, or agency which maintains records relating to me to provide these records on request to the Oakwood Police Department. Conducting such an investigation, this authorization includes, but is not limited to, criminal history records. The intent of this authorization is to give my consent to full and complete disclosure of criminal records, internal investigation records, background reports, efficiency ratings, and complaints. I specifically waive my rights to written notice of release of information relating to prior disciplinary actions, as provided by the Illinois Personnel Record Review Act.

I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information: and I do hereby release such person(s) from any and all liability which may be incurred as a result of furnishing such information whether from record or recollection. I further release the Oakwood Police Department, its agents and designees under this release, from any and all liability which may be incurred as a result of furnishing such information.

To Process this form, the following information has been requested by the Oakwood Police Department:

Driver's License Number _____

Sex/Race _____

Email Address _____

Date of Birth _____

Social Security Number _____

Phone Number _____

Print Full Name_____

Maiden Last Name, former Married Name(s) or Other Names Used_____

Current Address_____ City/State/Zip_____

Previous Address_____ City/State/Zip_____

Signature_____ Date_____

ORDINANCE NO. 2023-07-17-01

AN ORDINANCE AMENDING CHAPTER 227 OF THE MUNICIPAL CODE OF
THE VILLAGE OF OAKWOOD REGARDING PEDDLERS AND SOLICITORS

WHEREAS, the Village of Oakwood is an Illinois non-home rule municipality organized and operating under the Illinois Municipal Code; and

WHEREAS, the Mayor and the Village Board are committed to the efficient operation of government; and

WHEREAS, Chapter 227 of the municipal code of the Village of Oakwood regulates peddlers and solicitors; and

WHEREAS, based on the foregoing, the Board has determined that it is necessary, advisable, and in the best interests of the Village of Oakwood, to amend Chapter 227 of the Village Code;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Trustees of the Village of Oakwood as follows:

1. License Requirements:

a. License Required: Every person who desires to operate as a salesperson, peddler or solicitor shall procure a license therefore before engaging in such work.

b. Application for License:

1. Every person desiring such license shall make application in writing therefore to the village hall during regular hours giving full information as may be required upon the application, to be furnished by village staff, and shall state the full name, residence, age, type of work the applicant expects to engage in, for whom the applicant is selling and a character reference. The applicant shall deposit a license fee as required for the form of license issued. A certificate of insurance shall be submitted to the Village at the time of application. Said liability insurance shall have a minimum coverage limit of one million dollars (\$1,000,000.00) per occurrence and two million dollars (\$2,000,00.00) general aggregate.

11. Before said license shall be issued, such applicant must go to the police department of the village giving the same information to said department and shall conduct a background check of each applicant together with the photographs to be provided by the applicant. No license shall be issued before the expiration of four (4) days, unless the police department be able to check the character, qualifications, and record of the applicant. If all information is found to be in in order and meets the approval of the police department, a card shall be approved and furnished by the Village. That card form shall provide identification of the applicant and be signed by the Mayor and the Chief of police.

c. Fees:

1. At the time of the filing of the application, a fee of One Hundred Dollars (\$100.00) shall be paid to the Village Clerk to cover the costs of the background investigation and production of the license.
11. The license fee for salespersons, peddlers, and solicitors shall be One Hundred Dollars (\$100.00) per day per applicant per week.

d. Investigation:

1. The Chief of police may make such investigation of each and every applicant as they deem proper for the health, safety, and welfare of the residents of the Village of Oakwood. In that capacity, they have the authority to deny an application; however, the Village shall act to approve or deny any application within thirty (30) days of receiving a complete application.
2. All solicitors shall check in with Village Hall before conducting any activity.
3. Penalty. Any violation of this ordinance may be punished by revocation or the non-issuance of a license and may be fined no less than One Hundred Dollars (\$100.00) and no more than Five Hundred Dollars (\$500.00) per instance.
4. All ordinances, resolutions, and orders or parts of such in conflict with this Ordinance are repealed to the extent of such conflict.
5. This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

Adopted on 7-17, 2023, by the Board of Trustees of the Village of OAKWOOD, situated in Vermilion County, Illinois, pursuant to a roll call vote as follows:

Ayes:

Fegett, Fritz, Light, Parr, Trimmell

Nays:

Absent:

Abstain:

Village of Oakwood



Village Mayor

ATTEST:

Commie Jones
Clerk