



City of Leavenworth
DEPARTMENT OF DEVELOPMENT SERVICES

TAXICAB OR MOTORIZED VEHICLE FOR HIRE APPLICATION

This application must be filled out legibly, in black ink, either hand printed or typewritten

APPLICANT:

Company Name: _____

Owner Last Name: _____ First Name: _____

Physical Address: _____ City: _____ State: _____ Zip: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Owner Washington State Driver's License #: _____

VEHICLE INFORMATION:

Please list vehicles in the preferred order of receiving licensing.

#1: Make: _____ Model: _____ Year: _____ Color: _____

License Plate #: _____ VIN #: _____

Owner or Lienholder Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Vehicle Photo Attached

#2: Make: _____ Model: _____ Year: _____ Color: _____

License Plate #: _____ VIN #: _____

Owner or Lienholder Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Vehicle Photo Attached

#3: Make: _____ Model: _____ Year: _____ Color: _____

License Plate #: _____ VIN #: _____

Owner or Lienholder Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Vehicle Photo Attached

#4: Make: _____ Model: _____ Year: _____ Color: _____

License Plate #: _____ VIN #: _____

Owner or Lienholder Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Vehicle Photo Attached

#5: Make: _____ Model: _____ Year: _____ Color: _____

License Plate #: _____ VIN #: _____

Owner or Lienholder Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Vehicle Photo Attached

REQUIREMENTS

All required information and fees must be submitted at time of application. Applications which do not include all of the required information and fees may be returned to the applicant.

FEES¹:

➤ Initial Application Fee (per business):..... \$500.00

➤ License Fee (per vehicle / PER YEAR):\$75.00

Fees are payable on the first day of July and subject to penalties if paid on or after July 31st of each year. Any business commenced between July 1st and December 31st of any year shall pay the complete license fee. Any business commenced between January 1st and June 30th of any year shall pay a license fee at a rate equal to one-half of the rate, with renewal in full due on the first day of July.

GENERAL INFORMATION:

- A taxicab or motorized vehicle for hire shall not be operated upon the streets of Leavenworth without obtaining a license pursuant to Leavenworth Municipal Code (LMC) Chapter 5.36. No license shall be issued by the City until the Applicant has complied with all the laws of the State and the City relating to and governing the operation of such vehicles. Complete City information and requirements are provided within the Leavenworth Municipal Code (LMC) which may be viewed on the City's web site: www.cityofleavenworth.com by following the "City Code" link under Business Licenses and Regulations in Title 5.
- Each license issued shall be for one vehicle and is non-transferrable. The City shall issue no more than five licenses per year. One license will be issued to each taxicab or motorized vehicle for hire company with the following exception: One company may apply for more than one license if all five of the available licenses have not been issued.
- This application shall be subject to all additions to and changes in the laws, regulations and ordinances applicable until a determination of completeness has been made pursuant to LMC Chapter 21.07².
- The City may terminate any license or permit granted in the event the City Council modifies LMC 5.36. In such event, any prepaid license or permit fee shall be refunded on a pro-rata basis.
- It is the Applicant's responsibility to obtain all permits and approvals required by local, State and federal rules and regulations, and to comply with such rules and regulations. It is also the Applicant's obligation to ensure that licensing, records, documents, and information provided is kept current. This includes, but is not limited to,

¹ Please note that fees are subject to change without notice. Check with the City of Leavenworth for current fees prior to submittal of your application.

² Applications for motorized vehicle for hire licenses are processed pursuant to LMC 21.09.030 and are not subject to timelines associated with applications processed pursuant to other sections of the Code, including formal Notice of Complete Application. This section is provided for tracking purposes only and shall not be taken to indicate any particular deadlines or required timelines for processing the license.

change in driver information. Updates shall be provided to the City within 30 days of change or hire of any new employees throughout the term of any license issued by the City.

➤ All the design and signage of the vehicle shall be compliant with the Old World Bavarian Alpine theme and Sign Code, as applicable. The following standards shall apply:

- All signs, lightbars, vehicle colors, murals and related features shall be subject to compliance with the design standards of LMC Chapters 14.08 and/or 14.10. Approval of the Leavenworth Design Review Board is required. Permit application(s), including fee(s), shall be submitted in accordance with the submittal requirements of Chapters 14.08 and 14.10 LMC and other appropriate provisions of the Code.
- Signs and murals shall be painted directly on the vehicle, flush with the surface of the vehicle.
- All signs shall be compliant with the design standards of LMC 14.10.180. This includes, but is not limited to the use of approved lettering styles and Baroque, Rococo, Classical, or Bavarian folk art elements or graphics.
- Signs shall be limited to a maximum of 50 percent of the vehicle side on which the signage is to be located.
- Signs shall contain only the name and phone number of the business for which the taxi is currently licensed under this chapter. No advertising of other businesses shall be allowed. Text or lettering for vehicle identification numbers and rate schedule notices shall not be considered signage; provided, that the area of a vehicle identification number shall not exceed one square foot in area and is limited to one such number per vehicle side, and a rate schedule notice shall not exceed two square feet in area and is limited to one such notice per vehicle side
- A single lightbar shall be limited to the word “taxi” located on the roof of the vehicle, and not to exceed two square feet in area and/or protrude more than one foot from the surface of the vehicle. No other protrusions or lighting which increases the conspicuity of the vehicle, including but not limited to flags, streamers, glow lights/bars, strobes, signaling devices, neon, or other similar appurtenance, shall be allowed except as required by law.
- Vehicles shall be painted in a solid color. All other color schemes shall be considered murals for the purpose of this chapter.
- Vehicle murals shall be limited to a maximum of 80 percent of the total surface area of the vehicle side on which the mural is to be located. Signs can be incorporated into murals only if the sign portion of the mural is consistent with the other requirements of this chapter, including, but not limited to, number, location, and area.

➤ **Include all of the following information, including this check-list, with your application.**

- State of Washington UBI Number / City of Leavenworth Business License #: _____
 - Check here if the application is pending / date requested: _____
- Proof of ownership or licensee’s interest in the vehicle(s)
- Certificate of automobile liability insurance, naming the City of Leavenworth as an additional insured, in the amount of \$1,000,000.00. The insurance liability limits herein shall be subject to automatic increase if the coverage required by State law is increased above \$1,000,000 for State for-hire vehicle licenses.
- Vehicle maintenance plan demonstrating proper vehicle operation and public safety (subject to approval by the City)
- Check payable to the City of Leavenworth for application and license fees, as applicable
- Copy of State of Washington “For Hire Addendum,” completed where appropriate (this form is available through the Washington State Department of Licensing). Please note that it is the Applicant's responsibility to obtain any licensing required for operation of the business, and the City will not submit applications to the State or other entities on behalf of the Applicant
- Proposed schedule of rates (see LMC 5.36.080 for requirements)
- Proposed route or method of passenger pick up (for example, will passengers call for pick up or do you propose to drive a set route or stand on City streets in order to solicit business?) Provide description and/or map if applicable
- Signed statements from any private property owners granting permission for use of their property, if applicable. Include property owner’s name, business name, address and phone number

- Copy of the Decision / Action of the Leavenworth Design Review Board indicating approval of the signage which will be used on the vehicle(s).
 - o Check here if the Sign and/or Mural Permit application is attached. Please note that the City will not grant license(s) until signage is approved.
- For EACH DRIVER working for the business provide:
 - o Copy of valid Washington State Drivers License
 - o Copy of current Washington State Abstract of Driving Record – **5 years** (this may be obtained through the Washington State Department of Licensing or Washington State Patrol).
 - o Signed statement that the driver is not and has not for the five years preceding been addicted to the use of intoxicating liquor or drugs, and has not been guilty of a felony involving moral turpitude (see Driver Disclosure form attached).

I have read and understand the Taxicab or Motorized Vehicle For Hire application attached hereto and the corresponding Leavenworth Municipal Code Ordinance, and have answered any questions and provided information truthfully and to the best of my knowledge.

Applicant's Signature: _____

Date: _____

ACKNOWLEDGEMENT

State of Washington)
)ss
 Chelan County)

On this day personally appeared before me _____ to be known the individual described in and who executed the foregoing and affirmed to me that he/she signed the same as his/her free and voluntary act and deed for the uses and purposed therein mentioned.

Subscribed and sworn before me this ____ day of _____, 20____.

 NOTARY PUBLIC in and for the State of Washington

Printed Name _____

Residing in _____

My Appointment Expires _____

Driver Disclosure

I _____, driver for _____, am not currently, nor have I been at any time within the last five years, addicted to the use of any intoxicating liquor or drugs. Furthermore, I have not been found guilty of a felony involving moral turpitude.

Signed: _____

Dated: _____

ACKNOWLEDGEMENT

State of Washington)
)ss
Chelan County)

On this day personally appeared before me _____ to be known the individual described in and who executed the foregoing and affirmed to me that he/she signed the same as his/her free and voluntary act and deed.

Subscribed and sworn before me this _____ day of _____, 20_____.

NOTARY PUBLIC in and for the State of Washington

Printed Name _____

Residing in _____

My Appointment Expires _____