



# City of Leavenworth

## NON-MOTORIZED VEHICLE FOR HIRE LICENSE APPLICATION

### **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 / ANIMAL INFORMATION:**

Please list 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

Animal Name: \_\_\_\_\_ Age: \_\_\_\_\_ Color: \_\_\_\_\_

Temperament / Experience: \_\_\_\_\_

Animal Photo, Including Harnessing, Attached

#2: Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_

License Plate #: \_\_\_\_\_ VIN #: \_\_\_\_\_

Owner or Lienholder Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_  Vehicle Photo Attached

Animal Name: \_\_\_\_\_ Age: \_\_\_\_\_ Color: \_\_\_\_\_

Temperament / Experience: \_\_\_\_\_

Animal Photo, Including Harnessing, Attached

## **REQUIREMENTS**

Applications which do not include all of the required information and fees may be returned to the Applicant.

### **FEES<sup>1</sup>:**

- License Fee (per vehicle): \$500.00 PER YEAR  
Renewal fees are payable on the first day of July and subject to penalties if paid on or after July 31<sup>st</sup> of each year. Any business commenced between July 1<sup>st</sup> and December 31<sup>st</sup> of any year shall pay the entire license fee. Any business commenced between January 1<sup>st</sup> and June 30<sup>th</sup> 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 non-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](http://www.cityofleavenworth.com) by following the "City Code" link.
- Each license issued shall be for one vehicle and is non-transferrable. The City shall issue no more than five licenses per year. Two licenses are available for horse-drawn carriages, and three licenses are available for vehicles such as pedi-cabs each year. One license will be issued to each non-motorized vehicle for hire company with the following exception: One company may apply for more than one license if all of the available licenses have not been issued, provided however, that if a competing application is later filed, the company with more than one license must surrender the additional license or licenses for the benefit of the new applicant.
- Because of the relative lack of speed and maneuverability of many non-motorized vehicles for hire, the City Administrator, or his/her designee, may impose special requirements on the vehicle license, including prohibiting travel on certain streets in a congested district or high-traffic area and restricting the hours of operation on certain streets. Unless the vehicle is equipped with approved lighting, the City Administrator or his/her designee may prohibit operation during hours of darkness or during times of low visibility. All non-motorized vehicles for hire shall be equipped with signs and lights as required by state law. Non-motorized vehicles for hire are subject to all traffic laws applicable to vehicles when operating on the public streets and highways, including closures.
- The City Administrator shall determine routes and stops which will be allowed within the City. Use of trails, sidewalks, or other areas not open to vehicular use, will not be permitted. Non-motorized vehicles for hire shall not cause obstruction of streets or right of ways. Only designated areas shall be utilized for stopping and standing. Information regarding areas allowed for use may be obtained from the City.
- 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 21.07<sup>2</sup>.
- The City may terminate any license or permit granted in compliance with LMC 5.37.50.
- It is the Applicant's responsibility to obtain all licensing, permits and approvals required by local, State and federal rules and regulations, and to comply with such rules and regulations. It is also

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<sup>1</sup> 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.

<sup>2</sup> Applications for non-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.

the Applicant's obligation to ensure that licensing, records, documents, and information provided is kept current. This includes, but is not limited to, change in driver information. Updates shall be provided to the City within 30 days of change or hire of any new employees, and within 15 days of any change of rates, throughout the term of any license issued by the City.

- All licensees must operate in a manner consistent with the city's Old World Bavarian Alpine theme, including the use of Bavarian costume for drivers, employees, and vehicle/carriage color and design, all of which must be approved by the City's Development Services Department or Design Review Board, as applicable. The following shall apply:
  - All signs, vehicle colors, murals, decorations, and related features shall be subject to the approval of the Leavenworth Design Review Board. 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 Leavenworth Municipal Code.
  - All signs shall be compliant with the design standards of LMC 14.10. This includes, but is not limited to the use of approved lettering styles and Baroque, Rococo, Classical, or Bavarian folk art elements or graphics.
  - The vehicle shall be allowed a maximum of two signs. Signs shall be painted directly on the vehicle and shall be painted flush with the surface of the vehicle. Alternate to painting directly on the surface of the vehicle: signs may be painted on a plaque or signboard (one side only) and securely fastened to a surface on the vehicle. Projecting signs or protrusions shall not be allowed.
  - Signs shall contain only the name and phone number of the business for which the vehicle is currently licensed. No advertising of other businesses shall be allowed.
  - The maximum sign area is as follows:
    - Pedi-cab/surrey/related vehicle: Signs are limited to a maximum of 1.5 square feet each.
    - Horse-drawn carriage/related vehicle: Signs shall be limited to a maximum of three square feet each.
  - Vehicles shall be painted in a color or color scheme which is established as an acceptable color(s) by the Leavenworth Design Review Board.
  - Murals are allowed; however, 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.
  - All murals shall be compliant with the design standards of LMC 14.08.040(H)(3) and receive approval of the Leavenworth Design Review Board.
  - Bavarian costume ("trachten" – composed of traditional and distinctive Dirndl or Lederhosen) shall be historic celebratory wear consistent with and defined by the Old World Bavarian Alpine Theme, from the Miesbacher or Berchtesgadener regions.
    - Women's wear consists of a necklace (usually a velvet choker), white blouse (trachten blouse with short puffed sleeves), Mieder (bodice with buttons or lacing), skirt (full and falling below the knees or full length), apron (often skirt length or with lace trim), stockings (white, knee-height), and black leather shoes (with instep strap and small heel).
    - Men's wear consists of a hat (Bavarian Wanderhut with Gamsbart or Auerhahn), white shirt (long-sleeved, button front with collar), Lederhosen (bib front breeches made of brown or black leather, either short or knee-length, with

embroidered stitching and Hosenträger (suspenders with front cross-piece) with embroidered design), socks (white or light grey knee-height with colored banding at the top), and black leather shoes.

Variations of components (including jackets, shawls, petticoats, men's vests, Wadenwärmer (half socks) and other items), color, and design details may be acceptable.

➤ **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) and animal(s)
- Certificate of public liability insurance, naming the City of Leavenworth as an additional insured, in the amount of \$1,000,000.00. Such policy shall provide a minimum of 30 days written notice to the City of the cancellation of the policy or change in the liability limits. 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.
  - Check here if the insurance is pending.
- Vehicle maintenance plan demonstrating proper vehicle operation and public safety (subject to approval by the City)
- For horse-drawn carriages, a plan for the proper disposal of manure and other debris related to the horse-drawn carriage operation and a plan for the proper cleaning and hygiene of all animals and apparatus. Croup bags are required.
- For horse-drawn carriages, the history of all animals to be used for the purpose of ascertaining whether there is any risk. In the case that a license is issued by the City, the Licensee shall be required to sign a statement that the animal(s) to be used do not have a history of spooking or violence and providing indemnity / hold harmless to the City.
- Check payable to the City of Leavenworth for license fee
- Proposed schedule of rates (see LMC 5.37.050 for requirements)
- Proposed route(s) and 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 map, including proposed locations of stops/stands and travel within any places not normally accessible to motorized vehicles (subject to approval by the City)
- 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
- Photos of Bavarian costume to be worn by operators / employees. The City Administrator or his/her designee may administratively approve Bavarian costume. At the discretion of the City, the Applicant may be required to submit an application to the Design Review Board for the approval of the Bavarian costume. See LMC 5.37.160 for examples.
- Copy of the Decision / Action of the Leavenworth Design Review Board indicating approval of the vehicle colors, signage, and other applicable items as required.
  - Check here if the Sign 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:
  - Copy of valid Washington State Drivers License
  - 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)
  - 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 above application 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 \_\_\_\_\_

# Approved Stand Locations within City right-of-way

House-Drawn Carriages



Pedi-Cabs

