



**Please return application to:** City of Grand Haven Clerk's Office  
519 Washington Avenue  
Grand Haven, MI 49417  
[www.grandhaven.org](http://www.grandhaven.org)  
Phone: 616-847-4886  
Fax: 616-842-0648

1. **Name of service** \_\_\_\_\_
2. **Applicant's Full Name:**  
**(First)** \_\_\_\_\_ **(Middle)** \_\_\_\_\_ **(Last)** \_\_\_\_\_  
**Street Address** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_  
**Telephone** \_\_\_\_\_ **Birth Date** \_\_\_\_\_ **Age** \_\_\_\_\_
3. **Is applicant(s) a person, partnership, corporation or other legal entity?**  
\_\_\_\_\_  
\_\_\_\_\_
4. **Name, address, and relevant qualifications of any person who shall serve as the operator of the pedicab:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. **Applicant's experience in the transportation of passengers for hire:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. **Applicant's and operator's criminal history, if any, and the applicant's and operator's driving record:**

---

---

---

---

---

7. **Applicant's financial status. Please include the amounts of any and all unpaid judgments and the nature of the transaction or acts giving rise to such judgments:**

---

---

---

---

---

8. **Why would this service be convenient and necessary for the public?**

---

---

---

---

9. **Number of vehicles proposed to be operated by applicant** \_\_\_\_\_

10. **List pedicab(s) including the type and make.**

---

---

---

---

11. **Examination of vehicle(s)** \_\_\_\_\_

12. **City manager recommendation** \_\_\_\_\_

13. **Director of public safety recommendation** \_\_\_\_\_

14. **City council approval/denial** \_\_\_\_\_

15. **Proof of insurance (P/L 100/300,000 – P/D 50,000)** \_\_\_\_\_

***Applicant's Affirmation of Truth and Understanding***

*The undersigned, by the execution of this application, agrees to conform to all the terms and provisions of the code of ordinances of the city of grand haven and does represent that he/she has read the foregoing application by him/her signed, and knows the contents thereof, and that the same is true of his/her own knowledge, except as to the matters therein stated to be upon his/her information and belief, and as to those matters he/she believes to be true.*

X \_\_\_\_\_  
Authorized Applicant's Signature, Date

\_\_\_\_\_  
Driver's License Number

X \_\_\_\_\_  
Director of Public Safety Approval

\_\_\_\_\_  
Date

***Clerk's Use Only***

☐ Application Received \_\_\_\_\_ (Date)

☐ Application Fee Received \_\_\_\_\_ (Date)

☐ Approved \_\_\_\_\_ (Date)

☐ Background Check Fee(s) Rec'd \_\_\_\_\_ (Date)

☐ Denied \_\_\_\_\_ (Date)

☐ Proof of Insurance \_\_\_\_\_ (Date)  
(City named as additional insured)

**CITY COUNCIL  
CITY OF GRAND HAVEN  
Ottawa County, Michigan**

Council Member **Scott**, supported by Council Member **Monetza**, moved the adoption of the following ordinance:

**ORDINANCE NO. 11-1 (excerpt)**

**AN ORDINANCE TO AMEND CHAPTER 39 OF THE CODE OF ORDINANCES OF  
THE CITY OF GRAND HAVEN, MICHIGAN**

The City of Grand Haven Ordains:

Section 1. Amendment. Article IV is added, to read as follows:

**Article IV Pedicabs**

**DIVISION 1. GENERALLY**

Sec. 39-129. Definitions.

The following words and phrases, when used in this article, shall have the meanings respectively ascribed to them:

- (a) *Bicycle* means a device propelled by human power upon which a person may ride, having either 2 or 3 wheels in a tandem or tricycle arrangement, all of which are over 14 inches in diameter.
- (b) *License* means the license issued by the city authorizing the holder to conduct a pedicab business in the city.
- (c) *Moped* means a 2- or 3-wheeled vehicle which is equipped with a motor that does not exceed 50 cubic centimeters piston displacement, produces 2.0 brake horsepower or less, and cannot propel the vehicle at a speed greater than 30 miles per hour on a level surface. The power drive system of a moped shall not require the operator to shift gears.
- (d) *Operator* means the person responsible for the control of a pedicab.
- (e) *Pedicab* means a bicycle or moped attached to a trailer, sidecar or similar device designed to transport passengers for hire.
- (f) *Permit* means the operator's permit granted by the city to a person to operate a pedicab on the streets of the city.

Sec. 39-130. Rate card.

Every pedicab licensed under this article shall display a rate card setting forth the rates of fare and all other related charges. The rate card shall be displayed in such a manner as to be in view of all passengers.

Sec. 39-131. State law requirements.

Nothing contained within this article, or within any license or permit issued by the city, shall be construed to relieve a person of the duties and obligations imposed under state law.

**DIVISION 2. BUSINESS LICENSE**

Sec. 39-142. Required.

No person shall operate or permit a pedicab to be operated as a vehicle for hire upon the streets of the city without first having obtained a license as provided in this article.

Sec. 39-143. Application; fee.

(a) An application for a license under this article shall be filed with the city clerk upon proper forms provided by the clerk, and the application shall contain the following information:

- (1) The name and address of the applicant and whether applicant is a person, partnership, corporation or other legal entity;
- (2) The name, address and relevant qualifications of any person who shall serve as the operator of the pedicab;
- (3) The experience of the applicant in the transportation of passengers for hire;
- (4) The applicant's and operator's criminal history, if any, and the applicant's and operator's driving record;
- (5) The financial status of the applicant, including the amounts of any and all unpaid judgments against the applicant and the nature of the transaction or acts giving rise to such judgments;
- (6) Any facts which applicant believes tend to prove that the public convenience and necessity require the granting of a license;
- (7) The type and make of the pedicab to be used.

(b) Each applicant for a license under this article shall, at the time of application filing, pay a nonrefundable license fee to the city clerk. The license fee shall, from time to time, be set by the city council by resolution.

Sec. 39-144. Investigation.

(a) Upon the filing of an application for a license the city clerk shall refer the same to the city manager who shall make or cause to be made through the public safety department an investigation of the applicant's training and/or experience in the pedicab business and the transportation of passengers, the applicant's and operator's criminal history, the applicant's and operator's driving record, the applicant's financial status and the public convenience and necessity for the issuance of a license to the applicant. Additionally, the applicant shall upon the request of the public safety department, make available at the department any pedicab or pedicabs proposed to be used in the business for inspection.

(b) Upon completion of such investigation the city manager shall transmit the application and a report upon the condition of the pedicab or pedicabs proposed to be used by the applicant together with a recommendation to the city council.

Sec. 39-145. Issuance or denial.

(a) Upon receipt of the application together with the report and recommendation of the city manager, if the council shall find and determine that the applicant and operator have appropriate training and/or experience in the pedicab business and the transportation of passengers, that the applicant has the financial means to operate a pedicab business in the city, that the applicant and operator have no criminal history or record of violations relating to the operation of a motor vehicle that, in the opinion of the public safety department, may endanger passengers or the public, that the pedicab or pedicabs to be used are in a good mechanical condition and that the public convenience and necessity require the issuance of a license to the applicant, then the city council shall authorize the city clerk to issue a license to the applicant upon the filing of proof of bond or policy of insurance; otherwise the application shall be denied.

(b) In making the above findings, the city council may take in consideration the number of pedicab businesses in operation, the probable effect on local traffic, the character, experience and responsibility of applicant and the type and condition of the pedicab proposed to be used.

(c) A license issued under this article is nontransferable.

Sec. 39-146. Term.

A license issued under this article shall be valid for one year from the date of issuance.

Sec. 39-147. Renewal.

(a) Except as otherwise provided in subsection (b) below, an application for renewal of a license shall be considered in the same manner as an original application.

(b) Upon completion of the investigation required by section 39-144 above, if no change has occurred to the pedicab business or the applicant since the previous issuance of a license by the city under this article, and all requirements of this article have been met, the city manager may administratively approve an application for the renewal of a license. Upon such approval the city clerk may issue a license to the applicant without the approval of the city council.

Sec. 39-148. Indemnity bond or insurance required.

No license shall be issued or continued unless there is in full form and effect an indemnity bond for each pedicab in an amount of not less than prescribed under Chapter 21 of this Code for bodily injury to any one person, more than one person and property damage in any one accident. The bond shall be filed in the office of the city clerk and shall have as a surety thereon a surety company authorized to do business in the state. The licensee may file in the office of the city clerk in lieu of the bond, a certificate of insurance issued by an insurance company authorized to do business in the state in the amounts prescribed under Chapter 21 of this Code.

Sec. 39-149. License suspension; revocation.

(a) A license issued under this article may be suspended or revoked by the city manager or public safety director at any time, for any of the following causes:

- (1) Fraud, misrepresentation or any false statement made in the application for license;
- (2) Fraud, misrepresentation or any false statement made in the operation of a business;
- (3) Noncompliance with, or a violation of, this article, the City's traffic and motor vehicle ordinance or any violation of state or federal law relating to the operation of a motor vehicle.

(b) Written notice of suspension or revocation, stating the cause or causes of suspension or revocation, shall be mailed to the licensee's address as shown in the application for a license.

(c) Any person aggrieved by the suspension or revocation of a license under this article may appeal to the city council by filing with the office of the city clerk a written appeal within 10 days after suspension or revocation. The city clerk shall set a time and place for a hearing on such appeal, and notice of such hearing shall be given to the appellant in writing. After said hearing, the decision and order of the city council on any such appeal shall be final and conclusive.

# GRAND HAVEN DEPARTMENT OF PUBLIC SAFETY

525 Washington Avenue • Grand Haven, MI 49417  
Office 616.842.3460 • Fax 616.847.6050

## LAW ENFORCEMENT BACKGROUND CHECK

**I am making application as indicated below for the purpose of operating a business or other enterprise within the City of Grand Haven. I understand that my application requires a check of local and/or criminal law enforcement and driving records. My signature represents a request to the Grand Haven Department of Public Safety to perform the law enforcement records check indicated.**

- ☐ Auction/Auctioneer – Michigan ICHAT & Local Records Check
- ☐ Bed & Breakfast – Michigan ICHAT & Local Records Check
- ☐ Building Mover (Yearly) License - Local Records Check
- ☐ Building Wrecker (Yearly) License - Local Records Check
- ☐ General Permit Application - Local Records Check
- ☐ Going Out of Business Sale Application - Local Records Check
- ☐ Horse Drawn Carriage Business License – Michigan ICHAT & Local Records Check
- ☐ Horse Drawn Carriage Operators License – Michigan ICHAT & Local Records Check
- ☐ Junk Dealer License - Michigan ICHAT & Local Records Check
- ☐ Marihuana Facilities - Michigan ICHAT & Local Records Check
- ☐ Metal Detectors License - Michigan ICHAT & Local Records Check
- ☐ Pedicab Business License - Local Records Check
- ☐ Pedicab Operators License - Michigan ICHAT & Local Records Check
- ☐ Permanent Liquor License – Michigan ICHAT & Local Records Check
- ☐ Permanent Vendor Application – Michigan ICHAT & Local Records Check
- ☐ Solicitors & Transient Merchants License – Michigan ICHAT & Local Records Check
- ☐ Sound Truck (Use General Permit Application) - Local Records Check
- ☐ Taxicab Business License - Michigan ICHAT & Local Records Check
- ☐ Taxicab Driver's License - Michigan ICHAT, Driving Record & Local Record Checks
- ☐ Taxicab Additional Vehicle to Existing License – Vehicle Inspection

## WAIVER OF LIABILITY AND RELEASE OF CLAIMS

I authorize the **GRAND HAVEN DEPARTMENT OF PUBLIC SAFETY** to query and release law enforcement and driving records from all sources. I release and forever discharge the City of Grand Haven and its agents, officers, and employees from any and all actions, claims and demands for, upon or by reason of any damage, loss or injury, which may be sustained by me in the nature of libel, slander, invasion of privacy or other results from errors or omissions in the information given or from the use of the information, whether by reason or unauthorized use, negligence or otherwise.



## PLEASE PRINT

Name:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Last) (First) (Middle)  
\_\_\_\_\_  
(Maiden/Alias)

Address: \_\_\_\_\_  
(Street Address, City, State, Zip)

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

\*Driver's License Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature: X\_\_\_\_\_

**\*A copy of the applicant's driver's license is required**

## (FOR INTERNAL USE ONLY)

- ☐ Application Received (Date) \_\_\_\_\_
- ☐ Application Fee Received (Date) \_\_\_\_\_
- ☐ JUSTICE
- ☐ LERMS
- ☐ ICHAT
- ☐ Driving Record
- ☐ Public Site Search