



**CITY OF SANIBEL
800 DUNLOP ROAD
SANIBEL FLORIDA 33957
(239) 472-9615**

SIGHTSEEING/TOUR BUS CERTIFICATE APPLICATION INSTRUCTIONS

The following instructions will help the City process your application more efficiently.

1. Please familiarize yourself with City of Sanibel Ordinance 14-010 concerning the licensing requirements for the operation of sightseeing/tour buses that was approved by the City Council. Visit www.mysanibel.com/City-Codes for more information.
2. Complete the application for a Business Tax Receipt (for on-island businesses) or Business Tax Registration (for off-island businesses), as applicable. Download a copy of the form at: www.mysanibel.com/Departments/Finance/Finance-Department-Forms.
3. Enclose a copy of your commercial insurance certificate as required by Ordinance 14-010.
4. Enclose a listing of all vehicles to be covered under this application. Provide vehicle make and model, license plate number and vehicle identification number (VIN). Per Section Sixteen of Ordinance 14-010, each vehicle is subject to a visual inspection to be completed by the Sanibel Police Department. Please call (239) 472-3111 to schedule the inspection.
5. Enclose a listing of all current drivers and a copy of their commercial driver's license (CDL).
6. Use the attached map to highlight the proposed route for your tour operation.
7. Please enclose \$50.00 for the processing of this application.

The above items and a completed application are required to be completed in full before presentation of the application at a regularly scheduled City Council meeting. The Sanibel City Council meets on the first Tuesday of each month. Generally, items for review at a City Council meeting must be completed and ready to place on the agenda 2 weeks prior to the meeting. City Council approval is required on all new applications, and annually for all renewals, as per Section C of Ordinance 14-010.

Submit the application and required information to:

City of Sanibel
Finance Department
800 Dunlop Road
Sanibel, Florida 33957

Office hours: Monday – Friday 8am to 5pm.

SIGHTSEEING/TOUR BUS CERTIFICATE APPLICATION

APPLICANT NAME _____ DATE _____

RELATIONSHIP TO BUSINESS _____
(if applicant is not the owner, provide a signed and notarized statement from owner giving authorization to complete application)

BUSINESS INFORMATION

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE _____ ALTERNATE PHONE _____

EMAIL ADDRESS _____

OWNER INFORMATION

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE _____ ALTERNATE PHONE _____

EMAIL ADDRESS _____

DRIVER INFORMATION

<u>DRIVER'S NAME</u>	<u>CDL Number</u>	<u>BACKGROUND CHECK COMPLETE (YES/NO)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Attach additional pages if necessary)

VEHICLE INFORMATION

<u>MAKE</u>	<u>MODEL</u>	<u>LICENSE PLATE</u>	<u>VIN NUMBER</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(Attach additional pages if necessary – remember that all vehicles are required to pass a visual inspection per Section 16 of Ord. 14-010.)

ACKNOWLEDGEMENT

In signing below, I acknowledge that I have obtained and read City of Sanibel Ordinance Number 14-010 concerning the licensing requirements for the operation of sightseeing/tour buses. All information given is true and accurate and complies with the ordinance to the best of my knowledge.

I attest that the background checks required by Section 10(B) have been completed for all drivers listed in the above section and none has been formally charged with, or found guilty or convicted, regardless of adjudication, of the following crimes:

1. Murder, manslaughter, armed robbery, assault with a deadly weapon, aggravated assault;
2. Any crime involving the sale or possession of any controlled substance such as defined by F.S. §893.03, within the past five (5) years;
3. The Florida RICO Act, currently F.S. §§ 895.01-895.06;
4. Driving while intoxicated or under the influence of drugs or any other alcohol or drug related offense within the past five (5) years;
5. Vehicular manslaughter;
6. Reckless driving within the past three (3) years;
7. Exposure of the sexual organs or any crime defined under F.S. Chapter 796 pertaining to prostitution;
8. Any person who is required by law to register as a sexual offender/sexual predator, career offender or convicted felon pursuant to F.S. §§ 775.13, 775.21, 775.261, 943.0435 or 944.607.

SIGNATURE

DATE

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____, _____.
STATE OF FLORIDA
COUNTY OF LEE

NOTARY PUBLIC – STATE OF FLORIDA
(STAMP/SEAL)

APPLICANT NAME _____

FOR OFFICIAL USE ONLY

_____	_____
BTR NUMBER	CERTIFICATE NUMBER
_____	_____
AMOUNT PAID	DATE
_____	_____
APPROVED: FINANCE DEPARTMENT	DATE
_____	_____
APPROVED: POLICE DEPARTMENT	DATE
_____	_____
APPROVED: CITY MANAGER	DATE
_____	_____
CITY COUNCIL ACTION	AGENDA DATE(S)

SIGHTSEEING/TOUR BUS VEHICLE INSPECTION

APPLICANT NAME: _____

VEHICLE MAKE _____ VIN: _____

LICENSE PLATE _____

<u>EQUIPMENT</u>	YES	NO	COMMENTS
HEAD LIGHTS:	<input type="checkbox"/>	<input type="checkbox"/>	_____
TAIL LIGHTS:	<input type="checkbox"/>	<input type="checkbox"/>	_____
REAR VIEW MIRROR:	<input type="checkbox"/>	<input type="checkbox"/>	_____
SIDE VIEW MIRROR:	<input type="checkbox"/>	<input type="checkbox"/>	_____
TURN SIGNALS			
FRONT:	<input type="checkbox"/>	<input type="checkbox"/>	_____
REAR:	<input type="checkbox"/>	<input type="checkbox"/>	_____
BRAKE LIGHTS:	<input type="checkbox"/>	<input type="checkbox"/>	_____
EMERGENCY FLASHER:	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>PROPERLY OPERATING</u>	YES	NO	
DOORS:	<input type="checkbox"/>	<input type="checkbox"/>	_____
LOCKS:	<input type="checkbox"/>	<input type="checkbox"/>	_____
WINDOWS:	<input type="checkbox"/>	<input type="checkbox"/>	_____
SEATBELTS:	<input type="checkbox"/>	<input type="checkbox"/>	_____
LEGAL MINIMUM TIRE TREAD:	<input type="checkbox"/>	<input type="checkbox"/>	_____

OFFICER: _____

DATE: _____

HIGHLIGHT ON THE MAP BELOW YOUR PROPOSED ROUTE

