



# FRANCHISE AGREEMENT APPLICATION

<b>Staff Use Only</b>
Received: _____
BS&A: _____
Staff: _____

City of Conway Planning Department  
196 Laurel Street  
Conway, SC 29526  
[www.cityofconway.com](http://www.cityofconway.com)

Phone: (843) 488-9888  
[Planning@cityofconway.com](mailto:Planning@cityofconway.com)

## APPLICANT INFORMATION

Name of Business:	Name of Owner:
Owner Address:	Owner Phone Number(s):
Owner Email Address:	Type of Business:
Nature of Business:	

## SITE INFORMATION

Address of proposed location(s):	Day(s) of the week/times at this location:
PIN number of location(s):	Zoning District(s):

A Franchise Agreement must receive **two (2) readings at City Council**.

**Three (3) public advertisements**, at the cost of the applicant, must be placed in a newspaper of general circulation prior to the first reading. The third ad must run no later than **seven (7) calendar days before the first reading** at City Council.



# FRANCHISE AGREEMENT APPLICATION

<b>Staff Use Only</b>
Received: _____
BS&A: _____
Staff: _____

**City of Conway – General Ordinances:  
Section 1-3-23 – Notice Required**

Prior to the introduction of an ordinance granting a franchise, license or right for the use of any street or public property, or for the permanent closing of any abandoned street, the applicant for such an ordinance shall publish a notice in three (3) issues of a newspaper having general circulation in the city stating the nature of the franchise, license or right sought or a description of the street sought to be closed, and the date on which the application is to be presented to the council which shall be at least one (1) week after the last notice. This requirement shall not apply to the temporary closing of a public street initiated by council.

(Code 1978, Sec. 1-3023)

**Franchise Submittal Requirements:** *All information must be submitted together. Partial submittals will not be accepted.*

Franchises shall be permitted on Public Property in the CBD, CC, WRD, and City Parks with the following conditions:

1. If required, the applicant shall provide proof of **SCDHEC** (South Carolina Department of Health & Environmental Control) license.
2. A City of Conway **Business License** is required.
3. A \$50 **Franchise Fee** is required annually by the anniversary of the agreement.
4. The applicant is subject to a **background check** by the Conway Police Department prior to issuance of a Franchise Agreement.
5. The applicant shall not operate in any manner that blocks, obstructs or restricts the **free passage of vehicles or pedestrians** in the lawful use of the sidewalks or highways or ingress or egress to the abutting property. The applicant shall maintain, at a minimum, four feet of passage for pedestrians and shall follow ADA (Americans with Disabilities Act) and ANSI (American National Standards Institute) Regulations.
6. Any **damage to landscape or vegetation** caused by business shall be immediately compensated by the applicant upon request of the City.
7. City Council shall determine the **hours of operation**.
8. City Council shall determine the approved **location(s)**.
9. Applicant shall not **store, park, or leave** anything associated with the Franchise overnight on any public property.
10. The applicant shall complete a **release and indemnification agreement**, which will hold the City of Conway harmless for any loss, liability or damage, including expenses and costs, for bodily or personal injury, and for property damage sustained by a person as a result of the negligent installation, use, or maintenance of a permitted public space within the City of Conway.
11. The applicant shall submit a **Certificate of Insurance** verifying the following minimum coverage and specifically identifying the City of Conway as an additional insured. The mobile vendor will not be permitted to operate without a Certificate of Insurance. The City of Conway must be listed as the "Certificate Holder" on the Certificate of Insurance. Minimal acceptable coverage:
  - a. Each Occurrence: \$1,000,000
  - b. Personal Injury: \$1,000,000
  - c. General Aggregate: \$2,000,000



# FRANCHISE AGREEMENT APPLICATION

**Staff Use Only**

Received: \_\_\_\_\_

BS&A: \_\_\_\_\_

Staff: \_\_\_\_\_

Acknowledgement:

I hereby acknowledge by signature below that the proposed Franchise satisfies the requirements for a Franchise Agreement with the City of Conway. I understand that the City of Conway may revoke the Franchise Agreement upon a 30-day written notice. I also understand that I must obtain and keep active a City of Conway Business License for the life of the Franchise Agreement as well as pay an annual Franchise Fee.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date