

**UNWANTED SOLICITATION AND HANDBILLS
AT YOUR HOME OR BUSINESS
Stop The Madness!**

The City has an ordinance prohibiting solicitation if a property owner has a posted sign. A violation of this ordinance is a Class C misdemeanor and may result in a fine up to \$500.00. Many solicitation problems are effectively handled when the citizen takes the following steps.

STOPPING SOLICITATION AT YOUR HOME OR BUSINESS

STEP 1: You must post a sign on your property stating that soliciting is prohibited. Many people place this sign in the area near or at the front porch or door. Remember, to be in compliance with the City Ordinance, the sign must:

- **Be in a conspicuous place!**
- **The waterproof sign must be at least 3” by 4” in size** with words to the effect: **“No Solicitation or Handbills”.**
- **Letters on the sign must be at least 2/3” in height.**

You may make or buy your own sign.

**YOU’VE DONE THE ABOVE AND THOSE PESKY
HANDBILLS AND SOLICITORS ARE STILL APPEARING**

Sometimes, posting a sign is not enough to deter solicitors. If you are still getting unwanted handbills or solicitors, it is time for you to file a Citizen’s Application for Solicitation Complaint with the Plano Prosecutor.

STEP 2: The complaint process is fairly simple and a Citizen’s Application for a Solicitation Complaint form can be obtained by:

- Going online at www.plano.gov under “Online” and “What Do You Know About Solicitation”.
- Calling 972-941-2056 and asking that an Application be mailed, faxed or emailed to you;
- Stopping in the Prosecution office located at 900 E. 15th Street during business hours.

Important: A separate written Application for a Solicitation Complaint must be filled out for each offense AND the actual handbill, with the date it was left, must be attached to the Application. Because this is a crime, the Application must be notarized. If you do not have access to a notary, you can come to the Prosecutor’s Office and one of the staff will notarize your signature.

STEP 3: Drop off or mail the notarized Application, with the handbill attached, to the Prosecution Office. Physical address is: 900 E. 15th Street, Suite 220, Plano, TX 75074, and mailing address is: P. O. Box 860358, Plano, TX 75086-0358.

Many of these cases are resolved without the need for a trial. In the unlikely event that a trial is required, you will need to come to court to testify about your problem. It is also recommended a picture of the no solicitation sign and its placement on the premises be provided. Staff will take all reasonable steps to prepare you for this process.

If you have any questions on solicitation, please call the City Attorney’s Prosecution Office at 972-941-2056.

Today's Date _____

Plano Municipal Court
Application for Solicitation Complaint

Your Name _____ Home Phone _____
Home Address _____ Business Phone _____
City & State _____
Zip Code _____

Name of Defendant _____
Business Address _____ City and State _____
Zip Code _____ Business Phone _____
Defendant's Race/Sex _____ Date of Birth: _____
Physical Description, tattoos, scars, etc., _____

Date of Offense _____

Was Offense Reported to Plano Police Dept? _____ Offense Number if Known _____

Witnesses to the offense (give name, address, zip code, telephone numbers (if known) _____

Please describe in detail the facts of the incident including a description of your no solicitation sign and its placement on the property indicating it is posted in a conspicuous place. Please specify the location where the offense took place. Location MUST be within the incorporated limited of the City of Plano, Texas. (Continue on back if necessary)

_____ I have reviewed the guidelines for Citizen's Application for Solicitation Complaint and fully understand the same.

Yes No

SWORN AFFIDAVIT

THE STATE OF TEXAS §
COUNTY OF COLLIN §

Before me, the undersigned authority, on this day personally appeared _____, who stated under oath:

“I, _____, swear that the facts contained in the foregoing Citizen’s Application for Solicitation Complaint are true and correct and are within my personal knowledge.”

(Signature of Complainant/Affiant) (Date)

Subscribed and sworn to before me on the _____ day of _____, 20_____.

Notary Public in and for the State of Texas

(Seal) (Date Commission Expires)

UPON COMPLETION OF THIS APPLICATION FOR SOLICITATION COMPLAINT, PLEASE RETURN TO: City of Plano Prosecution Office; P.O. Box 860358; Plano, Texas 75086-0358; telephone (972)941-2056.

DO NOT WRITE BELOW THIS LINE

Not Approved by _____ Recommended Charge for Prosecution

Approved by _____

Date _____