

Town of Wendell

Temporary Golf Cart Registration Procedure

Effective June 10, 2020

Purpose:

The Town of Wendell embraces the opportunity for its community members to enjoy a variety of modes of transportation. One that continues to grow in popularity is the use of golf carts on certain streets within our corporate limits. The COVID-19 pandemic resulted in our need to temporarily suspend our golf cart registration program to minimize the opportunity for exposure to either staff or community members. As we continue to navigate through these challenging times, the Town recognizes the need to resume this process while doing so in a manner that is safe to both staff and owners participating in the registration process.

Special Fee Note:

The Golf Cart Registration Program is set up in manner that dictates that all golf cart registrations expire on August 31 of each year. Should a participant conduct an initial registration at any time during the year, the fee is pro-rated based on the month of registration. The initial registration will then expire along with all others at the end of August and the renewal would be the full amount which would cover the next full year of registration. Example: A participant wishing to initially register their golf cart in June 2020 would pay \$25.00 and that registration would be valid until August 31, 2020. A participant wishing to register in July 2020 would pay the full \$100.00 registration fee and that registration would be valid until August 31, 2021.

Process:

1. The Golf Cart Registration Packet will need to be downloaded from the following site: <https://www.townofwendell.com/departments/police/golfcart-registration> . It contains all the necessary forms and ordinances that participants must sign and review as appropriate.
2. Payment must be made to the Town of Wendell. Prior to scheduling the inspection, Payment must be made in any of the following manners:
 - a. Payment by physical check made payable to the Town of Wendell. **NOTE:** Currently visitors are not being allowed in Town Hall Facilities. Participants in this program should contact the Town Hall at 919-365-4450 and schedule a time to drop off the check and a photocopy of the Golf Cart Registration Form. (Please keep original as it will be needed by the Police Officer conducting the physical inspection.) The physical check and document will remain in processing for a minimum of one business day. Upon confirmation of payment, Town Hall Staff

will communicate the contact information and receipt number to the Police Department.

- b. Payment by credit card or electronic check can be made by contacting the Town of Wendell at 919-365-4450. Account information will be taken over the telephone along with the name and contact information (telephone number and email address) of the participant to facilitate scheduling the inspection. Upon confirmation of payment, Town Hall Staff will communicate the contact information and receipt number to the Police Department. There is an additional cost for electronic payment. Credit card fees are 2.95% of total transaction cost and electronic check fees are \$1.05 per transaction.
 - c. Regardless of method of payment, a receipt or other payment confirmation will be provided to the participant from Town Finance Staff via email or U. S. Mail.
3. Upon receipt of payment confirmation, participants will be contacted by a representative of the Wendell Police Department who will schedule a day and time for the inspection. Golf Cart inspection are conducted during regular business hours unless otherwise approved by the Police Officer conducting the inspection. Efforts are made to accomplish the inspection within the next business day however due to current circumstances, a little additional time.
4. The participant should have all required forms completed and documents available prior to scheduling the inspection appointment.
5. At the agreed upon date and time, the Police Officer will meet the participant at location agreed upon and conduct the inspection.
 - a. We ask that a single person be present to facilitate the inspection process.
 - i. All required materials should be in a file folder or envelop.
 - ii. The participant is encouraged to wear a mask as recommended by the CDC.
 - b. The Police Officer will wear appropriate gloves and mask as recommended by CDC and Health Authorities.
 - c. Social distancing is encouraged throughout the process.
6. Upon successful completion of the inspection, an approved inspection sticker will be applied as required and the Golf Cart is approved for use in accordance with Town Ordinances.