

# ARE YOU TIRED OF UNSOLICITED MATERIALS BEING LEFT AT YOUR DOOR?

The City of Arcadia has had regulations in place for years concerning the distribution of unsolicited materials to homes and businesses. These regulations were recently updated and strengthened to allow occupants more control over whether or not this kind of information can be left on their porch or door. While the City is not able to prohibit the complete distribution of written materials, as noted below, the City can regulate the matter to deal with the associated problems of littering and public safety:

- The City Clerk maintains a list of businesses and residences whose occupants have submitted a written expression of their unwillingness to receive unsolicited written material. This list is called the "Refusal Register." Property owners and occupants may place their name and address on this list and they may specify whether they wish to receive no unsolicited material at all, or from whom they do not wish to receive unsolicited written material. It is incumbent upon the company distributing the unsolicited written materials to obtain a copy of the most current Refusal Register prior to distributing said materials. Your name/address will be removed from the list at your request.
- Unsolicited written material shall not be distributed to a business or residence that contains a (small, but readable) "no solicitation" sign conspicuously posted on or near the entrance or front door of the business or residence.
- The distribution of unsolicited written material to a location where there is accumulated and unremoved written material from the same distributor is prohibited.
- In order to prevent the scattering of written material, unsolicited written material can be distributed only on the doorsteps or doorknobs of locations.
- All unsolicited written material shall include the name, address and telephone number of the person/company responsible for the distribution
- The City, State of California and the United States Government are exempt from these regulations.

**The bottom line...if you do not want unsolicited written material left at your home or business, please complete the form below, or send another written request asking to be placed on the Refusal Register to the City Clerk's Office (P.O. Box 60021, Arcadia, CA 91066). In addition, if you are on the Refusal Register and you receive unsolicited written material, please forward it to the City's Business License Officer (P.O. Box 60021, Arcadia, CA 91066) so that appropriate action can be taken.**

\_\_\_\_\_ Please place my address on the Refusal Register. I do not wish to receive any unsolicited written materials.

\_\_\_\_\_ Please place my address on the Refusal Register. I do not wish to receive unsolicited written materials from the organization(s) noted below:

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_ PHONE #: \_\_\_\_\_ day  
please print clearly \_\_\_\_\_ evening

ADDRESS: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**PLEASE RETURN THIS FORM TO THE CITY CLERK'S OFFICE AT CITY HALL - 240 W. HUNTINGTON DRIVE/P.O. BOX 60021, ARCADIA, CA 91066**

If you have questions about the Refusal Register, please call the City Clerk's Office at 574-5455.