



APPLICATION FOR BUSINESS LICENSE

CITY OF NEW HOPE
4401 Xylon Avenue North
New Hope, MN 55428
Phone 763-531-5118 Fax 763-531-5136

NAME OF BUSINESS BEING LICENSED (dba): _____

BUSINESS ADDRESS: _____ CITY/STATE/ZIP: _____

BUSINESS PHONE: _____ BUSINESS FAX: _____

CORPORATION NAME, IF APPLICABLE: _____

CORPORATION ADDRESS: _____ CITY/STATE/ZIP: _____

CORPORATION PHONE: _____ FAX: _____

IF CORPORATION, LIST NAMES & ADDRESSES OF ALL OFFICERS:

PLEASE MAIL ALL CORRESPONDENCE, INCLUDING LICENSE TO: ☐ CORPORATION'S ADDRESS ☐ BUSINESS LOCATION

✓		APPLICATION BEING MADE FOR TYPE OF LICENSE:	EACH	TOTAL
	3408	Tattoo Establishment Investigation	\$400.00	
		Tattoo Establishment	\$300.00	
	4115	Refuse Hauling - First Truck	\$100.00	
		Each Truck Thereafter	\$40.00	
	4120	Bowling Alley, Each Lane	\$15.00	
	4125	Second-hand Dealer/Thrift Store	\$300.00	
	4125	Self-Service/Coin-Operated Laundry	\$50.00	
	4125	Pinball, Games Of Skill, Video Games:		
		Location	\$15.00	
		Plus Fee Per Each Machine	\$15.00	
	4130	Cigarette, Tobacco Products	\$250.00	
	4140	Oil, Gasoline, Diesel Fuel, Liquefied Petroleum:		
		Gasoline Station	\$50.00	
		- Each Hose, Same Location	\$5.00	
	4140	Non-Commercial Pumps NOT DISPENSED TO PUBLIC		
		- First Hose	\$10.00	
		- Each Additional Hose, Same Location	\$1.00	
	4140	Car Wash	\$50.00	
	4145	Storage of Trucks Must obtain conditional use permit. Maximum of three vehicles.	\$40.00	
	4150	3.2% Beer		
		On-Sale	\$500.00	
		Off-Sale	\$100.00	
	4160	Outdoor Sales of Seasonal Farm Produce, Christmas Tree Sales	\$100.00	
	4165	Lawn Fertilizer - First Truck	\$100.00	
		- Each Truck Thereafter	\$25.00	
	4170	Fireworks	\$100.00	

I understand that the above information will be used to consider issuance of a business license in the City of New Hope. I certify that the information provided is accurate and complete to the best of my knowledge.

SIGNATURE OF APPLICANT

DATE

PRINT NAME CLEARLY

Certificate of Compliance Minnesota Workers' Compensation Law

THIS FORM MUST BE COMPLETED BY THE BUSINESS LICENSE APPLICANT

PRINT IN INK or TYPE.

Minnesota Statutes, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minnesota Statutes, Chapter 176. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

A valid workers' compensation policy must be kept in effect at all times by employers as required by law.

LICENSE or CERTIFICATE NO (if applicable)	BUSINESS TELEPHONE NO.	FAX TELEPHONE NO.
BUSINESS NAME (Use the person(s) name if business structure is sole proprietor or partnership (i.e., John Doe, or John Doe and Jane Doe), otherwise it is the legal name of the business entity.)		
DBA ("doing business as" or also known as an assumed name) (if applicable)		
BUSINESS ADDRESS (must be physical street address, no PO boxes)	CITY	STATE ZIP CODE
COUNTY	E-MAIL ADDRESS	

YOUR LICENSE OR CERTIFICATE WILL NOT BE ISSUED WITHOUT THE FOLLOWING INFORMATION. *You must complete number 1 or 2 below.*

NUMBER 1 – Workers' compensation insurance policy information

INSURANCE COMPANY NAME (not the insurance agent)	NAIC Number	
POLICY NO.	EFFECTIVE DATE	EXPIRATION DATE

NUMBER 2 – Reason for exemption from workers' compensation insurance

If you have questions regarding the need to obtain workers' compensation coverage, including exemptions, contact 651.284.5032 or 1-800-342-5354.

- ☐ I have no employees. (See Minn. Stat. § 176.011, subd. 9 for the definition of an employee.)
- ☐ I am self-insured for workers' compensation (attach a copy of the authorization to self-insure from the Minnesota Department of Commerce).
- ☐ I have employees but they are not covered by the workers' compensation law. (See Minn. Stat. § 176.041 for a list of excluded employees.) Explain why your employees are not covered:

☐ Other: _____

I certify that the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify that I am authorized to sign on behalf of the business.

PRINT NAME

APPLICANT SIGNATURE (required)	TITLE	DATE
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NOTE: You must notify us if there is any change to your Workers' Compensation Insurance Information or Employee Status Change by resubmitting this form. This material can be made available in different forms, such as large print, Braille or on a tape.



TAX IDENTIFICATION

NOTICE

Pursuant to laws of Minnesota, 1984, Chapter 502, Article 8, Section 2 (270.72) (Tax Clearance; Issuance of Licenses), the licensing authority is required to provide to the Minnesota Commissioner of Revenue your Minnesota business tax identification number and the social security number of each license applicant.

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we are required to advise you of the following regarding the use of this information:

1. This information may be used to deny the issuance or renewal of your license in the event you owe Minnesota sales, employer's withholding or motor vehicle excise taxes.
2. Upon receiving this information, the licensing authority will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Agreement the Department of Revenue may supply this information to the Internal Revenue Service.
3. FAILURE TO SUPPLY THIS INFORMATION MAY JEOPARDIZE OR DELAY THE PROCESSING OF YOUR LICENSE ISSUANCE OR RENEWAL APPLICATION.

Please supply the following information and return along with your application to the licensing authority.

Business Owner's Last Name

Business Owner's First Name

Middle Initial

Address of Business Owner

City, State, Zip Code

Social Security Number of Business Owner

Position (Officer, Partner, etc.)

Business Name

Business Address

City, State, Zip Code

Minnesota Tax Identification Number

Federal Tax Identification Number

Signature

Date



Date: _____

Name of Company: _____

Company Address: _____

Please check one of the following pertinent to the city of New Hope:

_____ Residential Hauling

_____ Commercial Hauling

_____ Both Residential and Commercial Hauling

Rate And Route Schedule For Refuse Hauler License Holder

Please indicate in the space provided, the schedule of your collection days and the routes to be followed (Section 8.14(c) of City Code).

Please indicate, in the space provided, the rate schedule used by your firm. (Section 8.14(c) of the City Code).



REQUIREMENTS FOR RUBBISH HAULERS

INSURANCE

A certificate of insurance showing coverage, as noted below, must be submitted to the city.

"Every licensee shall carry bodily injury liability insurance in an amount not less than \$250,000 per person and not less than \$500,000 per occurrence and not less than \$100,000 of property damage insurance on all licensed vehicles, or, at the licensee's option, combined bodily injury liability insurance in an amount not less than \$600,000 on all licensed vehicles. Every licensee shall also carry Workers' Compensation insurance for all employees. The licensee shall provide the city with evidence that said insurance is in full force and effect and shall provide the city with thirty days notice of cancellation of said insurance."

The Certificate of Insurance must also provide that:

- a. The insurer will give not less than 30 days notice to the city if the policy is to be canceled before the expiration date or not renewed subsequent thereto.
- b. The cancellation clause on the face of the certificate must read as follows:

"Should any of the above described policies be canceled before the expiration date thereof, or not renewed subsequent thereto, the issuing company will mail 30 days written notice to the below named certificate holder."

If you are self-insured or exempt from workers' compensation coverage requirements, please provide the following documents.

a. EXEMPT

An affidavit of exemption from the Workers' Compensation Law on a form prescribed by the city.

b. SELF-INSURED

A copy of a written order from the Commissioner of Insurance, granting the applicant permission to self-insure.

PROPER BACK-UP WARNING REQUIRED

An operable back-up warning device must be installed on the vehicle or it will not pass inspection.

The acceptable devices are:

1. Mechanical bell on rear wheel.
2. Rear mounted horn/beeper. If this type is used, it MUST NOT be hooked up to a switch. It must be installed so that it will operate whether or not the driver turns it on.

INSPECTIONS

All refuse haulers must submit recent truck inspection reports indicating that each truck has passed inspections.

Business Licenses and Truck stickers will not be issued without a copy of the passed inspection.

All trucks that do not have a current sticker will be cited by the Police Department.

Sec. 8-14. Garbage haulers.

- (a) *License required.* No person, except as provided herein shall remove waste or recyclable materials as defined in chapter 1 from any premises in the city, or transport such waste or recyclable materials upon the streets and public highways within the city, or in any other manner dispose of waste or recyclable materials originating in the city, or contract for a permit or to be employed or engaged in any such removal, transportation or disposal without first having obtain license therefor from the city.
- (b) *Licensing regulations, terms and conditions.*
- (1) Application and issuance. Application for and issuances of licenses hereunder shall be governed by the provision of section 8-2 of this Code.
 - (2) Fee. The annual license fee shall be as set forth in the city's fee schedule.
 - (3) Renewal and expiration. All licenses issued hereunder shall expire on December 31 following its issuance.
 - (4) Qualifications. Every applicant for a license hereunder shall furnish the city with evidence that the applicant has sufficient equipment and personnel to render service to existing and prospective customers and in accordance with the requirements of this section; and further, that the applicant has the capability to assure completion of applicant's routes on schedule under any circumstances. Every applicant shall also furnish the city with a detailed description of the manner in which the applicant intends to separately collect and dispose of yard refuse.
 - (5) Equipment.
 - a. *Vehicle back-up warning device.* All licensed vehicles shall be equipped with a back-up device which complies with Minnesota Statutes and Minnesota Highway Regulations applicable thereto.
 - b. *Other requirements.* All licensed vehicles transporting waste or recyclable materials shall be otherwise equipped as provided in subsection (d) of this section.
 - (6) Sanitation and appearance. All licensed vehicles and equipment shall be kept clean and in good repair and appearance and shall be maintained in a sanitary condition so as to prevent insect breeding therein or other nuisance characteristics.
 - (7) Inspection. No license shall be issued or renewed until the vehicle to be licensed has passed a state approved inspection and received a commercial vehicle (CV) inspection certificate from either the state or a CV dealer authorized by the State of Minnesota to conduct CV inspections. The inspection certificate for the proposed licensed vehicle must be dated within 12 months from the date of the application or renewal.
 - (8) Liability insurance. Every licensee shall carry general liability insurance coverage for bodily injury or death in an amount specified by State law. As of January 1, 2011, that is \$1.5 million for bodily injury or death and \$200,000 for damages to property. Every licensee shall carry vehicle liability insurance in the amount of at least \$1,000,000. Every licensee shall also carry worker's compensation insurance for his employees. The licensee shall provide the city with evidence that said insurance is in full force and effect and shall provide the city with 30 days' written notice of cancellation of said insurance.
 - (9) Cancellation or revocation. The parties hereunder may, if mutually agreeable, cancel such license. However, the city may revoke the license of any hauler as provided for in this Code.
 - (10) Display of license. The city shall furnish evidence of the license to the hauler and such evidence shall be displayed in or upon each licensed vehicle in accordance with regulations promulgated by the city manager.

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- (11) Identification. The hauler shall display the company name and telephone number in a conspicuous place on both sides of each licensed vehicle in letters and numerals no less than four inches in height.
 - (12) Denial of license. The city reserves the right to deny any applicant a license or a renewal thereof if any reasonable doubt exists as to the applicant's compliance with the provisions of this section or any other provisions of this Code.
 - (13) Maximum number of licenses available. To control the number of heavy trucks that travel on city streets for purposes of reducing the wear and tear on city streets, reducing air and noise pollution in the city, and reducing traffic hazards in residential neighborhoods, the city shall not issue more than six licenses for residential garbage and refuse collectors.
- (c) *Collection practices.*
- (1) Rates. Each residential collector shall furnish the Hennepin Recycling Group (HRG) with a current written schedule of rates charged for service to residential customers in the city. The collector shall also immediately notify the HRG and city clerk in writing of any changes in such rates. The city clerk shall cause such rate schedules to be posted in the city offices.
 - (2) Routes. The city, under the direction of the city manager or his designee, shall establish specific refuse and recycling collection districts and specific days of collection within these districts for all licensees. The purpose of this provision is to coordinate and facilitate same day collection within said districts throughout the city. Said coordination is necessary to encourage citizen participation in the city's recycling effort, to ensure compliance with state mandates for solid waste management as set forth in Minn. Stat. ch. 115a and to ensure compliance of the city's contractual obligations as a member of the Hennepin Recycling Group pursuant to the joint and cooperative agreement for solid waste disposal. Also, said coordination will be beneficial to the health, safety and welfare of new hope citizens and streets by limiting the number of refuse and recycling vehicles using said streets at any one time. The collection days for residential collection districts shall be as established in subsection 9-11(b)(1) of this Code. The following considerations will be utilized by the city manager or his designee to establish the collection districts:
 - a. Household counts within the districts;
 - b. Compatibility with the licensee's existing refuse collection stops to the extent possible;
 - c. Compatibility with municipal boundaries to the extent possible;
 - d. Coordination with recycling collection to the extent possible.
 - (3) Frequency of service. The collector shall provide residential garbage and refuse collection service once each week Monday through Friday. The collector shall not be required to make regular collections on legal holidays and on days of extreme inclement weather provided, however, that the routes are collected reasonably in advance and the week's schedule shall be completed regardless of the holiday or weather. Collection from other than single-family residences shall be as often as required for sanitation and nuisance protection as provided in this Code.
 - (4) Yard waste. Each hauler shall separately collect and transport yard waste to a licensed and permitted yard waste composting facility.
 - (5) Source separated organics (SSO). Each hauler shall collect and transport source separated organics to a licensed and permitted facility designed to manage SSO either through composting or anaerobic digestion.
 - (6) Service complaints.

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- a. *Local contact information.* Each hauler shall have a website with a local telephone number and an electronic communications link; and shall provide staff to answer customer communications between the hours of 9:00 a.m. and 4:30 p.m. Monday through Friday, except on legal holidays.
 - b. *Service failure make-up.* Where, due to the hauler's fault, a customer is not serviced on the regularly scheduled day, the collection shall be made the day following the scheduled collection day. If the customer was not serviced because the waste containers were not accessible on the scheduled collection day, the collection shall be made as soon as possible by agreement between the hauler and customer.
- (7) Hauler to replace damaged waste containers. The hauler shall replace at their expense, damaged waste and recycling containers.
 - (8) Hauler to replace containers to their original locations. The hauler shall after servicing the customer, replace all covers and cans to their original locations on the curbside and off the traveled portion of the street.
 - (9) Use of private driveway prohibited. Haulers are prohibited from driving vehicles upon the private driveways of residents unless written approval is first obtained from such resident.
- (d) *Transportation of waste.*
- (1) Waste to be covered. No hauler shall transport waste upon the public streets and highways or other public property of the city unless such waste being transported is entirely and securely covered.
 - (2) Vehicles durable and maintained. Every vehicle used to collect waste or recycling must be constructed in such a way that all waste or recycling is securely transported, and that there is no dripping or leaking of any collected materials. Vehicles must be equipped with an audible electronic back-up alarm. Vehicles must be kept in good repair, regularly cleaned, and maintained in a way to prevent persistent odors.
 - (3) Cleanup of spills. The hauler shall immediately clean up in a neat and thorough manner any waste, recycling or fluids that the hauler may have caused to spill upon the streets, highways or other public or private property in the city.
- (e) *Prohibited dumping.* No collector shall dump, place or otherwise dispose of waste in violation of the laws of the united states, this state and its counties, or the laws of any political subdivision thereof.
- (f) *Storage of vehicles in the city.* Collectors may store or keep their waste removal vehicles in the city when not in use (after such vehicle is free from all waste) in a tightly-constructed and enclosed structure, provided such structure shall conform to the requirements of the building and zoning provisions of this Code.
- (g) Noise regulations. Each collector operating in the city shall comply with all other provisions of this Code, including the noise level and hour regulations in of sections 9-11 and 9-42 of this Code.
- (h) *Violation, criminal penalty.* Any person violating any provision of this section shall be guilty of a petty misdemeanor. Each day of continued violation, after citation or complaint, shall be deemed a separate offense and chargeable and punishable accordingly.
- (Ord. No. 15-01, §§ 1, 2, 2-9-2015; Ord. No. 17-06, § 1, 5-8-2017; Ord. No. 17-07, § 11, 7-24-2017; Ord. No. 17-15, § 1, 11-27-2017; Ord. No. 21-02, § 2, 3-22-2021)

Editor's note(s)—Ord. No. 21-02, § 2Editor's note(s)—, adopted March 22, 2021, changed the title of § 8-14Editor's note(s)— from "garbage and refuse collectors" to read as herein set out.