



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

Table with 5 columns: Checkmark, License Number, License Description, Each Fee, Total Fee. Includes categories like Tattoo Establishment, Refuse Hauling, Bowling Alley, etc.

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.
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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.

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Business Owner's Last Name

Business Owner's First Name

Middle Initial

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Address of Business Owner

--

City, State, Zip Code

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Social Security Number of Business Owner

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Position (Officer, Partner, etc.)

--

Business Name

--

Business Address

--

City, State, Zip Code

--

Minnesota Tax Identification Number

--

Federal Tax Identification Number

--

Signature

--

Date

FERTILIZER APPLICATOR LICENSE APPLICATION

I have read and understand the purpose and the intent of Ordinance No. 96-11 and agree to comply with all its parts. I further understand the specific standards established by this ordinance for fertilizer content and its time of application within the City of New Hope.

Applicant: _____ Date: _____

Signature: _____

Business Name: _____

Include the following items with your application:

- license application renewal form(s).
- proof of insurance.
- copy of state licenses (company license and applicator license).
- payment of fees--\$100 license fee (includes one vehicle); \$25 for each additional vehicle.
- material safety data sheets of all fertilizer products intended to use.
- time schedule for application of lawn fertilizer and identification of weather conditions acceptable for lawn fertilizer application.
- Certification of Minnesota Tax Identification Number.

Submit to:

City of New Hope
Attention: Business License Clerk
4401 Xylon Avenue North
New Hope, MN 55428

Phone (763) 531-5100
FAX (763) 531-5136

Sec. 8-32. Lawn fertilizer application control.

(a) *Purpose.* The city has conducted studies and has reviewed existing data to determine the current and projected water quality of various lakes and ponds within its community. The data indicates that water quality may be maintained and improved if the city is able to regulate the amount of lawn fertilizer and other chemicals entering the lakes and ponds as a result of storm water runoff or other causes. The purpose of section 8-32, et. al. is to define regulations which will aid the city in managing and protecting its water resources which are enjoyed by its residents and other users.

(b) *Regulations for commercial lawn fertilizer applicators.*

(1) License required. No person, firm, corporation or franchise shall engage in the business of commercial lawn fertilizer applicator within the city unless a license has been obtained from the city manager or a designee as provided herein.

(2) License application procedure. Applications for a commercial lawn fertilizer applicator license shall be submitted to the city manager or a designee. The application shall consist of the following:

a. *Application form.* Application forms shall be provided by the city and shall include the following instructions:

1. Name, address and telephone number of applicant and any individuals authorized to represent the applicant.
2. Description of lawn fertilizer formula proposed to be applied on lawns within the city.
3. A time schedule for application of lawn fertilizer and identification of weather conditions acceptable for lawn fertilizer application.

b. *Product material safety data sheet.* A copy of material safety data sheet, including product chemical analysis of the intended lawn fertilizer, shall be submitted to the city along with the initial application for a license, and, thereafter, at least seven days before fertilizer composition changes are implemented.

c. *Minnesota State licenses.* A copy of all licenses required of the applicant by the state regarding the application of pesticides and fertilizers.

d. *License fee.* The license fee is established in chapter 14 of the New Hope City Code. The license shall expire on the thirty-first day of December. The license fee shall not be prorated.

(3) Conditions of license. Commercial lawn fertilizer applicator licenses shall be issued subject to the following conditions which shall be specified on the license form:

(4) License application procedure. Applications for a commercial lawn fertilizer applicator license shall be submitted to the city manager or a designee. The application shall consist of the following:

a. *Random sampling.* Commercial lawn fertilizer applicators shall permit the city to sample any commercial lawn fertilizer applications to be applied within the city at any time after issuance of the initial license.

b. *Possession of license.* The commercial lawn fertilizer license, or a copy thereof, shall be in the possession of any party employed by the commercial lawn fertilizer applicator when making lawn fertilizer applications within the city.

c. *Possession of product material safety data sheet.* A copy of product material data safety sheet of the lawn fertilizer used shall be in the possession of any party employed by the commercial lawn fertilizer applicator when making lawn fertilizer applications within the city.

d. *State regulations.* Licensee shall comply with the provisions of the Minnesota Fertilizer and Soil Conditioner Law as contained in Minn. Stat. §§ 17.711 through and including 17.729 and amendments thereof. The licensee shall also comply with the provisions of the pesticide control as contained in the Minn. Stat. ch. 18B.

(c) *General regulations.*

(1) Time of application. Neither commercial applicators or noncommercial applicators may apply lawn fertilizer when the ground is frozen or when conditions exist which will promote or create runoffs. All applicators shall provide the New Hope City Clerk with 24 hour verbal notice in advance of any applications within the city. The notice must include the approximate times and locations where the applications are intended to be made.

- (2) Sample analysis cost. The cost of analyzing fertilizer samples taken from commercial applicators shall be paid by the commercial applicators if the sample analysis indicates that phosphorus content exceeds the levels authorized herein.
- (3) Fertilizer content. No person, firm, corporation, franchise, or a commercial or noncommercial applicator, including a homeowner and renter, shall apply any lawn fertilizer, liquid or granular, within the city which contains any amount of phosphorus or other compound containing phosphorus, such as phosphate, except:
- a. The naturally occurring phosphorus in unadulterated natural or organic fertilizing products such as yard waste compost
 - b. Or as otherwise provided in subsection 8-32(d).
- (4) Impervious surfaces and drainage ways. No person shall apply fertilizer to impervious surfaces, areas within drainage ditches, or waterways.
- (5) Buffer zone. Fertilizers and pesticides shall not be applied:
- a. To any established natural buffer zones as outlined in city wetland ordinance
 - b. Below the ordinary high water lines as established by the Minnesota Department of Natural Resources; or
 - c. Within 50 feet of any wetland or water resource.
- (6) Warning signs for pesticide application. All commercial or noncommercial lawn fertilizer applicators who apply pesticides to turf areas must post or affix warning signs on the property where the pesticides are applied. The warning signs shall comply with the following criteria and contain the following information:
- a. The warning signs must project at least 18 inches above the top of the grass line. The warning signs must be of a material that is rain resistant for at least a eight-hour period and must remain in place up to 48 hours from the time of initial application.
 - b. The following information must be printed on the warning signs in contrasting colors and capitalized letters measuring at least one-half, or in another format approved by the Minnesota Commissioner of Agriculture. The signs must provide the following information:
 1. The name of the business, entity, or person applying the pesticide; and
 2. The following language: "This area chemically treated. Keep children and pets off until (date of safe entry)" or a universally accepted symbol and text approved by the Minnesota Commissioner of Agriculture as recognized as having the same meaning or intent as specified in this subparagraph. The warning signs may include the name of the pesticide used.
 - c. The warning sign must be posted on a lawn or yard between two feet and five feet from the sidewalk or street. For parks, golf courses, athletic fields, playgrounds, or other similar recreational property, the warning signs must be posted immediately adjacent to areas within the property where pesticides have been applied and at or near the entrances to the property.
- (d) *Exemption to phosphorus prohibition/notice.* The limitation pertaining to quantity of phosphorus shall not apply to:
- (1) Newly established or developed turf and lawn areas during first growing season; or
 - (2) Turf and lawn areas which soil tests confirm are below phosphorus levels established by the University of Minnesota Extension Services. The lawn fertilizer application shall not contain an amount of phosphorus exceeding the amount of phosphorus and the appropriate application rate recommended in the soil test evaluation.

Phosphorus applied as lawn fertilizer pursuant to the aforementioned exemptions shall be watered into the soil where it is immobilized and generally protected from loss by runoff.

Any person, firm, corporation, franchise or commercial or noncommercial applicator, including a homeowner or renter, shall notify the city at least 24 hours prior to applying lawn fertilizer containing phosphorus of the reason for using fertilizer containing phosphorus and the amount of phosphorus contained in the lawn fertilizer to be applied.

- (e) *Penalty.* Any person violating subsections 8-32(a) through 8-32(d) shall be guilty of a petty misdemeanor. The city may revoke a commercial applicator's license for repeat violations of subsections 8-32(a) through 8-32(d). (Ord. No. 96-11; Ord. No. 99-09)