



COMMUNITY DEVELOPMENT - LICENSING
14600 MINNETONKA BLVD
MINNETONKA, MN 55345

Phone: [952/939-8274](tel:9529398274)
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Email: vnorthway@eminnetonka

TO: APPLICANT FOR WASTE COLLECTOR LICENSE

FROM: VALERIE NORTHWAY, LICENSING COORDINATOR

Attached are the license application forms for "Waste Collector" and a copy of Minnetonka City Code §835, regarding this type of business.

The application forms or other items you will need to provide are the following:

1. **Minnetonka Application** form – 2 pages
2. **Minnesota Business Tax Identification** form
3. **Minnesota Workers' Compensation Insurance** form
4. **Certificate of General Liability** form – your agent should use the attached form or follow the required limits shown on it and supply proof of insurance using their form, listing the City of Minnetonka, Licensing, 14600 Minnetonka Blvd, Minnetonka, MN 55345 as the certificate holder.
5. **Total Fee payment** – For license fee – follow this link to the [License Fee Schedule](#) for the current year - look under Waste & Recycling Collection & Disposal. Make checks payable to "City of Minnetonka"/
6. ****Truck Inspection****: call John Weinand (952-939-8272) to schedule this inspection

Complete the forms (#1-4). Mail the completed forms together with the fee (#5) to the address shown above. Please call me if you need assistance to determine the total fee.

****NOTE:** your truck(s) license will be contingent upon successful completion of the truck inspection. First, items 1-4 above must be submitted. Then, at the truck inspection, and upon passing the inspection, the truck will receive the license (sticker). There will be an additional charge if the truck does not pass, and needs to be repaired and re-inspected.

The licensing year is August 1 through July 31, and the licensing fee may not be pro-rated. An annual renewal notice will be sent approximately 30 days prior to the expiration date of the license (to the address you designate on the attached application). However, if the renewal forms do not reach you, it is your responsibility to contact the city to renew your license every year by July 31.

If you have any questions or need my assistance, please call or contact me (see top of page).



Community Development,
Licensing Division
Phone 952/939-8274
Fax 952/939-8244

APPLICATION FOR A WASTE COLLECTOR LICENSE

This application form and attachments request information that may be classified as private or confidential under the Minnesota Data Practices Act. This information is required by State law or City ordinance. The information will be used to determine your eligibility for issuance of a license. Failure to provide the information will result in a denial of the license.

ESTABLISHMENT INFORMATION (this is the local company name and information):

Company Name: _____
Address: _____
City, State, Zip: _____
Telephone #: _____ Local Manager or Agent of Owner: _____

LICENSEE INFORMATION (this must be a corporation, partnership, individual with MN tax liability):

Legal Name: _____
Primary Officer: _____
Address: _____
City, State, Zip: _____ Owner phone #: _____

BILLING INFORMATION – the address to send all notices, renewals, & licenses to:

Company name: _____ Telephone #: _____
Attn: _____ Ask for: _____
Address: _____
City, State, Zip: _____

WASTE COLLECTION

RESIDENTIAL:

How many residential stops in Minnetonka are expected: _____

What fees will be charged:

\$ _____ Per household per month for weekly collection of a _____ gallon size cart
\$ _____ Per household per month for weekly collection of a _____ gallon size cart
\$ _____ Per household per month for weekly collection of a _____ gallon size cart
\$ _____ Per household per month for weekly collection of a _____ gallon size cart

Yard Waste: Describe yard-waste collection services and the rates charged for each level of service:

COMMERCIAL:

How many commercial stops in Minnetonka are expected: _____

What days of the week will you be collecting (✓):

Sunday ___ Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday ___ Saturday ___

RECYCLING

COMMERCIAL:

How many commercial stops in Minnetonka are expected: _____

Describe the materials collected: _____

MINNESOTA BUSINESS TAX IDENTIFICATION LAW

Pursuant to Minnesota Statute 270C.72 (Tax Clearance; Issuance of Licenses), Subd.4, the licensing authority is required to provide, upon request of the Minnesota Commissioner of Revenue, either the applicant's Minnesota business tax identification number with the business name and address – or the social security number of the primary officer, along with their complete name, home address, and home phone number.

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.

NAME UNDER WHICH THE MN TAX ID IS FILED (<u>licensee name</u>)			Type of license applying for:		
			WASTE COLLECTOR		
Licensee: Address	L City	L State	L Zip	L Phone	
Establishment: Name			Minnetonka License Number (completed by Minnetonka)		
Establishment: Address	E City	E State	E Zip	E Phone	
Minnesota Tax Identification Number		Federal Tax Identification Number			

Be sure to sign and date at bottom of form.

INSTRUCTIONS FOR BOXES BELOW: If all boxes above are completed, including both the Minnesota and Federal Tax numbers, no additional information is required by the MN Department of Revenue below – except the signature and date lines, below.

However, if all boxes above are not completed, Minnesota law requires personal information about the primary owner or primary officer. In this case you must complete all boxes below, including the owner or primary officer's social security number, home address, and home phone. (NOTE: If the business and home address are the same, please check the box indicating this.)

Applicant's (person's) name (LAST, first, middle initial)		Social Security Number
Home address	Home City, State, Zip code	Home Phone number
<input type="checkbox"/> Check if address is for both home & business		

Signature: _____ Date: _____

Certificate of Compliance Minnesota Workers' Compensation Law

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 or engage in any activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minnesota Statutes, Chapter 176. The required workers' compensation insurance information is the name of the insurance company, the policy number, and the dates of coverage, or the permit to self-insure. 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.

BUSINESS NAME (Individual name only if no company name used)	LICENSE OR PERMIT NO (if applicable)
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DBA (doing business as name – local establishment name – only if different than above)

DBA/LOCAL BUSINESS ADDRESS (PO Box must include street address)	CITY	STATE	ZIP CODE
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**YOUR LICENSE OR CERTIFICATE WILL NOT BE ISSUED WITHOUT THE FOLLOWING INFORMATION.
You must complete number 1, 2 or 3 below.**

NUMBER 1 COMPLETE THIS PORTION IF YOU ARE INSURED:

INSURANCE COMPANY NAME (not the insurance agent)		
WORKERS' COMPENSATION INSURANCE POLICY NO.	EFFECTIVE DATE	EXPIRATION DATE

NUMBER 2 COMPLETE THIS PORTION IF YOU ARE SELF-INSURED:

I have attached a copy of the permit to self-insure.

NUMBER 3 COMPLETE THIS PORTION IF YOU ARE EXEMPT:

I am not required to have workers' compensation insurance coverage because:

I have no employees.

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: _____

ALL APPLICANTS COMPLETE THIS PORTION:

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.

APPLICANT SIGNATURE (mandatory)	TITLE	DATE
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NOTE: If your Workers' Compensation policy is cancelled within the license or permit period, you must notify the agency who issued the license or permit by resubmitting this form.

This material can be made available in different forms, such as large print, Braille or on a tape. To request, call 1-800-342-5354 (DIAL-DLI) Voice or TDD (651) 297-4198.

General Liability Insurance

Proof of Insurance must be sent along with your application for a license. The City of Minnetonka must be listed as a “certificate holder” and must be listed as “additional insured” on your policy.

IMPORTANT: *The address is to be shown as follows:*

CITY OF MINNETONKA

Licensing

14600 Minnetonka Boulevard

Minnetonka, MN 55345

Please do not address certificates to a employee's name or title.

REQUIRED AMOUNTS:

WASTE COLLECTION AND DISPOSAL (covering all vehicles)

Bodily Injury	\$100,000	each claim
	300,000	each occurrence
Property Damage	50,000	

MINNETONKA CODE OF ORDINANCES

SECTION 835. WASTE COLLECTION AND DISPOSAL; RECYCLING.

835.05. Definitions.

Unless the context clearly indicates otherwise, certain words are defined for the purpose of this section as follows.

1. "Collector" means a person holding a valid license from the city for the purpose of collecting recyclables and/or waste.
2. "Commercial establishment" means the premises that is occupied and used for a non- residential purpose, including a commercial or industrial enterprise, club, church, or school.
3. "Garbage" means animal and vegetable wastes, whether resulting from the handling, preparation, cooking, service and consumption of food or otherwise.
4. "Generator" means a person who generates waste.
5. "Hazardous waste" has the meaning contained in Minn. Stat. § 116.06, subd. 13.
6. "Incinerator" means a device used for the destruction of refuse, rubbish or waste material by fire.
7. "Mixed municipal solid waste" or "waste" means garbage, refuse, and other solid waste generated from residential, commercial, industrial, and community activities, that is generally collected together. It does not include abandoned or junk motor vehicles, street sweepings, ash, construction debris, mining waste, sludges, tree and agricultural wastes, tires, lead acid batteries, used oil, and other materials generally collected, processed, and disposed of as separate waste streams.
8. "Multiple dwelling" means a building used for residential purposes consisting of more than four dwelling units with individual kitchen facilities for each.
9. "Recyclable materials" or "recyclables" means materials that are separated from mixed municipal solid waste for the purpose of recycling.
10. "Recycling" means the process of collecting and preparing recyclable materials and using the materials in their original form or using them in manufacturing processes that do not cause the destruction of recyclable materials in a manner that precludes further use.
11. "Recycling collection" means the collection of recyclable materials from a residential dwelling in the manner specified by the city.
12. "Recycling container" means a receptacle designated by the city for the accumulation and collection of recyclable materials at a residential dwelling.
13. "Refuse" means that part of mixed municipal solid waste that normally results from the operation of a household or commercial establishment, except garbage. It does not include industrial wastes, hazardous wastes, or other wastes managed as waste streams separate from mixed municipal solid waste.
14. "Residential dwelling" means a single building consisting of four or less dwelling units with individual kitchen facilities for each.
15. "Waste container" means a receptacle used for the accumulation and collection of mixed municipal solid waste.

16. "Yard waste" means material that may be composted, such as leaves, grass clippings and other similar forms of organic material, but excludes brush, bushes, branches, trees, or similar large material.

835.010. Disposal of Waste.

1. Every owner or occupant of a residential dwelling unit, or the owner, manager or occupant of a multiple dwelling or commercial establishment must dispose of waste in the manner required in this section. All people must dispose of waste within the city by using one of the following means:
 - a. collection by a licensed collector;
 - b. incineration in a incinerator that complies with the requirements of this section; or
 - c. delivery to a storage or disposal site that has been approved by all governmental agencies with regulatory authority.
2. Disposal of waste must occur at least once each week from residential dwellings and multiple dwellings. Disposal of waste at a commercial establishment must be at least once each week, and at more frequent intervals if the city orders that it is necessary to protect the public health.

835.15. Preparation of Waste for Collection.

Waste must be prepared for disposal in compliance with the following requirements.

1. Except as otherwise provided, waste accumulated on a property must be drained of liquids, wrapped or bagged, and placed and kept in containers for collection by a licensed collector. Grass clippings, leaves, and other yard waste must be placed in bags or bundles not exceeding three feet in any dimension and securely fastened to avoid spillage.
2. No explosives, highly inflammable material, or hazardous waste may be placed in waste containers for normal waste collection. Explosive and highly inflammable materials must be disposed of as directed by the fire marshal, at the owner's or possessor's expense. Hazardous waste must be disposed of in accordance with state and federal law.
3. Unless the collector agrees to another location on the premises, waste must be deposited for collection adjacent to the street or alley that the collector will use. It must be in one place at ground level and off the traveled roadway . Waste may not be deposited next to the roadway or alley before sunset of the day before collection. Waste may not remain adjacent to a street or alley for a period longer than 24 hours if not collected and must be removed by the tenant, lessee, owner or occupant.
4. Multiple dwellings must be provided with waste containers and collection service by a licensed collector, or with a commercial incinerator complying with the requirements of the Minnesota pollution control agency and licensed by the city. Waste containers that are provided must comply with section 835.020, below. The person owning or operating a multiple dwelling must provide for collection from the containers and must not permit garbage or refuse to accumulate on the premises except in the containers.
5. The person owning or managing a commercial establishment, or another property that produces a volume of waste that requires collection more frequently than once each week, must also provide waste containers that comply with the requirements of section 835.020, below. The person owning or managing a premises used as an office, warehouse or industrial building must provide waste containers inside the structure in sufficient size and number to store accumulations of waste resulting from each working day.
6. A person must not deposit waste into a waste container owned by another without the other's prior permission.

7. Waste, yard waste, recyclables, waste containers, and recycling containers must be located so that they are out of the public view except on the day of collection.
8. A person must not permit waste to accumulate on property under that person's control if it constitutes a nuisance by reason of appearance, odor, sanitation, or fire hazard.

835.020. Waste Containers.

1. Waste containers used in the city must be:
 - a. made of metal or other suitable material that is not easily corrodible or combustible;
 - b. watertight, insect and rodent-proof;
 - c. kept tightly covered when containing waste;
 - d. placed in a manner to prevent them from being overturned; and
 - e. maintained in a sanitary and safe condition, free of a substance on the exterior that attracts or breeds flies, other insects, or rodents, and free of ragged or sharp edges or other defects that may impede or injure the person collecting the contents.
2. In addition, waste containers for residential dwellings must be:
 - a. equipped with suitable handles and tight fitting covers;
 - b. a size and weight that can be handled by one person; and
 - c. no larger than 32 gallons in capacity or 75 pounds in weight when filled, except that containers with up to 90 gallons in capacity may be used if they have been approved by the city and if collection is provided by automated equipment.
3. In addition, waste containers for multiple dwellings and commercial establishments must be:
 - a. at least one cubic yard in capacity;
 - b. conveniently located with respect to the residential units or establishment; and
 - c. placed in an enclosure complying with the requirements of paragraph 4 below.
4. Waste containers for multiple dwellings and commercial establishments must be kept in an enclosure that conceals them from public view. The enclosure must have a raised concrete floor and be kept in good repair at all times. The enclosure must be constructed, or the containers must be located in the enclosure, so that the contents of the containers are inaccessible for at least three feet above the base of the enclosure.
5. Containers not complying with the requirements of this section must be promptly repaired or replaced with ones that do comply upon notice by the city or the collector. Whenever a container is in poor condition, the collector must tag the container with a notice of the defects and the requirement to repair or replace the container. A copy of the notice must be given to the city, and if on the next collection date the container has not been repaired or replaced, the collector must notify the city and discontinue collections from the premises.

835.25. Public Nuisance.

The accumulation of waste that does not comply with provisions of this section, that is not stored in containers that comply with this section, or that has remained for more than one week, is a public nuisance and may be abated by the procedure established in section 850.

835.030. Recycling.

1. A person who conducts recycling and recycling collection in the city must obtain a collector's permit from the city and comply with the requirements applicable to collectors.

2. Recyclable materials remain the property of the generator until they are either disposed off-site by the generator or until they are collected by a licensed collector from the generator's site.
3. No person may take recyclables accumulated by a generator or placed by the generator for recycling collection, except a licensed collector with the responsibility for recycling collection at that location.
4. Each multiple dwelling building owner, either directly or through a property manager or owners' association, must provide residents of the building with the opportunity to recycle certain solid waste materials. Materials to be recycled include, at a minimum, newspaper, cans, glass containers, corrugated cardboard, and plastic bottles. Other recyclable materials must be added upon direction by the city to do so. The collection of recyclables must occur at least monthly. If multiple dwelling buildings are included in the city's curbside recycling program, the requirements of this paragraph do not apply. Buildings of up to eight units may be included in the city's program, at the city's discretion.

835.035. Licensing of Collectors.

1. A person must not undertake collection of recyclables or waste in the city of Minnetonka without first obtaining a license to do so and paying the required license fee specified in section 710.
2. An applicant for a collector's license must submit an application to the community development director on a form prepared by the city. The application must accurately state:
 - a. the name, address, and telephone number of the applicant;
 - b. a description of the manner and kind of services to be rendered and the collection schedule;
 - c. the routes or area to be served;
 - d. the proposed charges for collection; and
 - e. a description of each motor vehicle to be used for collection, including its license number.
3. ~~Each applicant for a license must submit a bond in the amount of \$1,000, conditioned upon the faithful performance of contracts and compliance with this code. The bond must be in the form prescribed by the city and must be in favor of the city and everyone suffering damages because of the breach of the bond conditions. See Ordinance change 9/12/11~~
4. Each license applicant must also submit a certificate of insurance certifying that its business is currently insured by an insurance company licensed to do business in the state of Minnesota. The certificate must be in the form prescribed by the city. The minimum limits of coverage for the insurance are:
 - a. liability insurance:
 - (1) each claim, at least \$100,000;
 - (2) each occurrence, at least \$300,000; and
 - (3) property damage, at least \$50,000.
 - b. workers' compensation: statutory amounts.

The insurance must be kept in force during the term of the license and must provide for notification to the city 10 days before termination or cancellation. A license will automatically be revoked upon notice of termination or cancellation of this insurance and will remain revoked until and unless other insurance is provided as required.

5. A collector's license will expire July 31 of each year.

835.040. Duties of Collector.

1. Each person hauling or conveying waste over city streets must use a vehicle provided with a tight cover. The vehicle must be operated and maintained to prevent offensive odors escaping, and recyclables or waste blowing, dropping or spilling, from the vehicle. A collection vehicle may not be allowed to stand on a street, alley, or other place longer than is reasonably necessary to collect recyclables or waste. A

collection vehicle must be kept in a clean and sanitary condition, as free from offensive odors as possible, and must be thoroughly disinfected at least once each week, unless it has not been used since the last disinfection.

2. Garbage, refuse, refuse bags, wrappings, cans and disposable containers deposited for collection must be emptied and collected by the licensed collector so that no items are left, except hazardous wastes or other unacceptable wastes. After collection, the collector must return reusable waste and recycling containers to the place where they were deposited for collection.
3. A collector may not collect recyclables or waste from residential units or from areas within 400 feet of residential units, after 10:00 p.m. or before 6:00 a.m. Monday through Saturday, or at any time on a Sunday.
4. A vehicle not listed in the license application must not be used for collection, except that an alternate vehicle may be used in an emergency period not exceeding three days. A vehicle not listed in the license application may be used beyond an emergency period only after the licensee notifies the city of its intended use and the city inspects the vehicle. Each vehicle included within a license is subject to inspection by the city at all reasonable times. While operated in the city, each vehicle must have the name of the licensee clearly printed on both sides and carry a copy of the license issued by the city.
5. Collection vehicles operated under a license are exempt from the seasonal weight restrictions placed upon city roads, except:
 - a. when the gross weight on a single axle exceeds 18,000 pounds; or
 - b. where special postings specifically prohibit collection vehicles.

During a period of weight restrictions, each collector must provide for operation in conformance with the restrictions, as modified by this paragraph, so that service is not interrupted.

6. When a collector cancels service to a premises, written notice must be served upon or mailed to the occupant, manager or owner of the premises, and a copy of the notice mailed to the community development department.
7. No licensed collector acquires a vested right in a city license. The city council may decide at any time to establish other means of recycling or waste collection.
8. A licensed collector must dispose of recyclables or waste only at a site for the storage or disposal of those materials that has been approved by all governmental agencies with regulatory authority and that is operated in compliance with the applicable regulations of the Minnesota pollution control agency.
9. Nothing in this section may be construed to prohibit a person from disposing of recyclables or waste by delivering it to an approved storage or disposal site.
10. Each licensed collector providing residential refuse collection service must separately collect and dispose of yard waste during a period not to exceed eight weeks each spring and fall as designated by the city manager or authorized representative. Within two weeks after notification from the city, each licensed collector providing residential refuse collection service must give the city a detailed description of:
 - a. the manner by which the collector intends to separately collect and dispose of yard waste;
 - b. the manner by which the collector intends to account for the amount of yard waste collected; and
 - c. the manner by which the collector will inform customers of the yard waste collection program.

During the designated yard waste collection period, each collector must take the yard waste to a disposal site, approved by the city manager or authorized representative, for subsequent composting.

Each licensed collector must keep an accurate accounting of the amount of yard waste collected and must, within 30 days of the end of the collection period, submit a written report to the city detailing the amount of yard waste collected and disposed of for composting during each week of the period.

The city council may, by resolution, establish a reimbursement for those refuse collectors providing yard waste collection during the designated collection period, to offset extraordinary costs incurred by the collectors for the yard waste collection. The resolution must state the amount and rate of reimbursement to be paid to the collectors. If reimbursement is authorized, a collector must not charge a customer an additional amount for the required yard waste collection.

835.045. Incinerators.

1. A person must not operate an incinerator within the city for the burning of garbage or refuse unless the incinerator complies with the requirements of the Minnesota pollution control agency. A person must not operate an incinerator, except one for a residential dwelling, unless a license for the operation has been obtained from the city as provided in this section.
2. Application for an incinerator license must be made to the community development director. The application must state the name and address of the owner of the property on which the incinerator is located, the name and address of the proposed operator if different from the property owner, a description of the type of incinerator, and, except in renewal applications, a plan showing that the incinerator will comply with applicable regulations of the city and the Minnesota pollution control agency.
3. The application and license are subject to the requirements of section 835.035.
4. The city council may grant an incinerator license if the incinerator meets the requirements of the Minnesota pollution control agency and the city ordinances. The city council may deny the application if it appears that city regulations regarding health, safety, building or otherwise, are not being met on the premises concerned.