



## APPLICATION FOR LICENSE

4141 Douglas Drive N, Crystal, MN 55422

Telephone: 763-531-1000 / www.crystalmn.gov

Deaf and hard of hearing callers may call Minnesota Relay at 711.

**PLEASE PRINT CLEARLY**

Applicant's Name:	Fee:*(0100-4191)	\$100.00
Home Address:	Home Phone: (    )	
City/State/Zip:	Cell Phone: (    )	
Business Name:	Business Phone: (    )	
Doing Business As:	Email:	
<b>Business Address, including zip code:</b>		
MN Tax ID #: <small>(NOTE: you must provide a copy of the confirmation letter from the State.)</small>	Federal Tax ID #:	
<b>If a Minnesota Tax ID number is not required, please explain here and provide your social security number:</b>		

I enclose the sum of one hundred and 00/100 dollars to the City of Crystal as required by the Ordinances of said City and have complied with all the requirements of said Ordinances necessary for obtaining this License.

I hereby make application to **OPERATE A TREE TRIMMING SERVICE** in the City of Crystal for the period \_\_\_\_\_ through December 31, 20\_\_\_\_, subject to all conditions and provisions of said Ordinance.

**ADDITIONAL REQUIREMENTS**

1. Tree Trimmers Supplemental Form
2. \$2,500.00 Bond and Insurance
3. List of subcontractors (if applicable)

*The information in this Application For License is true and complete to the best of my knowledge.*

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

**\*Fee:** *If exempt, fill out Licensing Fee Exemption Form*

**APPLICATION FOR LICENSE INVOLVING PRIVATE OR CONFIDENTIAL INFORMATION**

*(Includes Tennessee Warning)*

Under Minnesota law (M.S. 270.72), the agency issuing you this license is required to provide to the Minnesota Commissioner of Revenue your Minnesota business tax identification number or the Social Security number of each license applicant.

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we must advise you that:

- This information may be used to deny the issuance, renewal or transfer of your license if you owe the Minnesota Department of Revenue delinquent taxes, penalties, or interest;
- The licensing agency will supply this information only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Act, the Department of Revenue is allowed to supply this information to the Internal Revenue Service;
- Failure to supply this information may jeopardize or delay the issuance of your license or the processing of your renewal application.

**(ALSO FILL OUT REVERSE SIDE OF THIS FORM.)**

City Use Only: JDE# _____	Date Entered: _____
PIMS ID# _____	Council Date: _____

# 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

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.

**CITY OF CRYSTAL  
TREE TRIMMERS SUPPLEMENTAL FORM  
MOTOR VEHICLES TO BE OPERATED**

State License Number	Serial Number	Make	Year	Name of Owner

Name any city or other governmental licensing authority which has issued or refused to issue your firm a tree-trimming license or which has revoked or suspended such a license issued to you. If the license was revoked or suspended, state reason for that action.

City	Date Applied For License	Date Issued	Date Refused	Date Revoked/Suspended*

\*Explanation of Revocation/Suspension:

---

**SUBCONTRACTORS**

Name & Company Name	Address
1.	
2.	
3.	

**EXPERIENCE**

(This section for new applicants only)

Summarize applicant's training, experience or special qualifications in the field of tree trimming:

---

List six (6) persons for whom you have performed tree-trimming services within the last 12-month period preceding the date of this application:

Name	Address
1.	
2.	
3.	
4.	
5.	
6.	

Applicant agrees and understands that the issuance and tags can be used only by him or his firm. Any violation, misrepresentation, or falsification on above application will result in forfeiture and loss of consideration for said license.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature



**APPLICATION FOR LICENSE**  
4141 Douglas Drive N, Crystal, MN 55422  
Telephone: 763-531-1000 / [www.crystalmn.gov](http://www.crystalmn.gov)  
Deaf and hard of hearing callers may call Minnesota Relay at 711.

**MEMORANDUM**

TO: Tree Removal and Trimming Contractors  
FROM: Engineering Project Manager, Mick Cyert  
RE: Obstruction of Right-of-Way/Permit for Road Closure

Dear Licensee:

The Licensee shall use due diligence in the execution of the work authorized under this license in order not to endanger or unnecessarily inconvenience or obstruct pedestrian and vehicular travel along the roadway.

The Licensee must provide and maintain all traffic control devices and barricades in compliance with the Minnesota Manual on Uniform Traffic Control Devices (MMUTCD), and the MnDOT Temporary Traffic Control Zone Layouts Field Manual, current editions. Appropriate safety vests shall be worn by *ANYONE* occupying City right-of-way.

In the event the Licensee deems it necessary to close the roadway to public travel and in accordance with Crystal City Code, the Licensee must first obtain approval from the Director of Public Works.

To request approval and obtain a permit to close the roadway, submit a Public Works Right-of-Way permit application form to the Crystal Director of Public Works. This must be done a minimum of **48 hours** prior to the requested date of the closure. City staff will contact the applicant with the Director's decision to deny or approve the road closure. Permits can be picked up or emailed to the applicant. Current permit fees will apply.

If you have any questions, please contact me at (763) 531-1161 or [mick.cyert@crystalmn.gov](mailto:mick.cyert@crystalmn.gov).

Thank you.



4141 Douglas Drive North, Crystal, MN 55422  
Telephone: 763- 531-1000 / Website: www.crystalmn.gov

### PERMIT FOR ROAD CLOSURE

*Complete this form and email to Engineering Project Manager, Mick Cyert at [mick.cyert@crystalmn.gov](mailto:mick.cyert@crystalmn.gov)*

Pursuant to Crystal City Code Section 802.15, Permit Requirement, AND Pursuant to power granted to the Crystal city engineer or agents acting under the city engineer's authority by the Crystal City Council,

The following business or person(s):

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Responsible Person: \_\_\_\_\_

Business & Emergency Phones (with area codes): \_\_\_\_\_ / \_\_\_\_\_

Fax Phone (with area code): \_\_\_\_\_

Request a permit for the purpose of: \_\_\_\_\_

Permission is requested to close \_\_\_\_\_

*(location)*

from \_\_\_\_\_ at \_\_\_\_\_

*(date of closure)*

*(anticipated time of closure)*

to \_\_\_\_\_ at \_\_\_\_\_

*(date of reopening)*

*(anticipated time of reopening)*

\_\_\_\_\_  
Date of Application

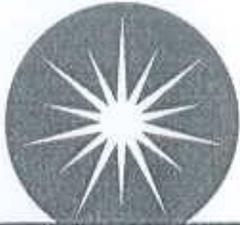
\_\_\_\_\_  
Applicant's Signature

#### CITY USE ONLY:

\_\_\_\_\_  
Date Permit Granted

\_\_\_\_\_  
Authorized Signature

cc: City Engineer, City Forester, Fire Dept, Police Dept, Streets Dept, Front Desk



**CITY of CRYSTAL**

4141 Douglas Drive North • Crystal, Minnesota 55422-1696

Tel: (763) 531-1000 • Fax: (763) 531-1188 • www.crystalmn.gov

### Certification of Financial Responsibility

This form must be completed and returned with a City license application.

To the best of my knowledge, based upon a review of the status of the property/business located in the City of Crystal at \_\_\_\_\_, I attest that the foregoing property/business is financially responsible as outlined in Crystal City Code 1005.29 (a), printed in full on the reverse of this form.

I hereby certify that I/we are current on the following financial obligations:

*(Circle answers)*

- Yes      No      Property Taxes paid
- Yes      No      Utility Bills paid
- Yes      No      State Taxes paid
- Yes      No      Federal Taxes paid
- Yes      No      Other governmental obligations or claims concerning me or the business entity named on this license application

If "NO" is circled for any of the above, describe the payment plan or other agreement approved by the applicable governmental entity.

---



---



---



---

See entire Crystal City Code 1005.29 (a) on the reverse side of this form.

I certify under penalty of perjury that the foregoing is true and correct.

Executed on: \_\_\_\_\_ (date)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

*Note: Filing a false statement with a government agency is a criminal offense.*

**Staff use only:**

UB    PrevUB    UB Cert    Tax    PrevTax

Verified compliance \_\_\_\_\_ <date>

Staff initials: \_\_\_\_\_

The City of Crystal has adopted the following ordinance:

**Crystal City Code 1005.29 Financial responsibility; applicability.** (a) Prior to the issuance of a license the applicant must file with the city clerk satisfactory evidence of financial responsibility. "Satisfactory evidence of financial responsibility" shall be shown by a certification under oath that the property taxes, public utility bills, and all state and federal taxes or other governmental obligations or claims concerning the business entity applying for the license are current, and that no notice of delinquency or default has been issued, or if any of the financial obligations stated in this subsection are delinquent or in default, that any such delinquency or default is subject to a payment plan or other agreement approved by the applicable governmental entity. "Satisfactory evidence of financial responsibility" as required by this subsection shall in addition be shown by any individual applicant and all individual owners and/or shareholders of the business entity. Operation of a business licensed under this section without having on-going evidence on file with the City of the financial responsibility required by this subsection is grounds for revocation or suspension of the license.

#### **What does this mean for a City-issued business license?**

Prior to issuance of a City-issued business license or renewal license, license holders are required to certify that the property taxes, utility bill, and all state and federal taxes for the property or the business entity applying are current. Also, the applicant must certify that no notice of delinquency or default has been issued or is subject to a payment plan.

#### **What will happen if a license holder is not financially responsible?**

A hearing is granted before the City Council. The Council may deny, suspend or revoke the City-issued business license. Upon providing satisfactory evidence of financial responsibility, the business owner may re-apply for the license.

## Section 1165 - Tree trimming

1165.01. Definitions. For purposes of this section the term “tree trimming” means and includes the trimming of trees and the removal of trees and tree stumps on the property of another for hire.

1165.03. General provisions. It is unlawful to engage in the business of tree trimming in the city without first being licensed to do so pursuant to this section.

1165.05. Application; qualifications; fees. The application for a tree trimming license must be presented to the city clerk on forms provided by the city. The application must contain the following information:

- a) The name, address and business name of applicant;
- b) A list of the names and addresses of at least six persons for whom the applicant has performed tree trimming services within the 12 month period preceding the date of the application;
- c) A summary statement of applicant’s training, experience or special qualifications in the field of tree trimming;
- d) The name of any city or other governmental licensing authority which has issued or refused to issue a tree trimming license to the applicant or which has revoked or suspended such a license issued to the applicant.

The application must be accompanied by the fees required, bond and insurance certificate required by this section.

1165.07. Bond. An applicant for a license under this section must provide a surety bond in the amount of \$2,500 conditioned so that the licensed activity will be conducted in accordance with applicable state laws and city ordinances and that the licensee will save the city harmless from any liability, damage or expense which may be incurred by the city by reason of performance of such activity.

1165.09. Insurance. An applicant must file with the city clerk a certificate of insurance showing that the applicant has purchased public liability and workmen’s compensation insurance which will remain in effect for the term of the license, and that the insurance will not be cancelled without ten days notice to the city. The policy or policies of public liability insurance must provide public liability coverage to the applicant in the combined aggregate amount for any number of occurrences of death, bodily injury or property damage of \$300,000, and must name the city as an additional insured party.

1165.11. Issuance of license. Upon submission of the application and the required insurance, bond, and fees, the manager may, if in the manager’s judgment all conditions exist for the issuance of a license, issue a temporary license subject to final approval by the council. The council may require the applicant to appear before it prior to final approval of a license.

1165.13. Conditions of license. The license may be revoked or suspended in accordance with the provisions of appendix IV. The license terminates upon notice of cancellation of the insurance required by subsection 1165.09.

1165.15. Relation to other code provisions. Subdivision 1. General. Activities licensed by this section must be conducted in accordance with all applicable provisions of this code.

Subd. 2. Excavation permit. A license is not required for the removal of trees conducted pursuant to an excavation permit issued under section 415 of this code.

Subd. 3. Work in public ways. When conducting licensed activities in a public right-of-way the licensee must provide and maintain appropriate warning lights and barricades of the nature and quantity directed by the city engineer.

Subd. 4. Shade tree program. Persons licensed under this section must familiarize themselves with all aspects of the city's shade tree control program. Tree trimming or removal activities involving the treatment of diseased shade trees may not be conducted other than in conformance with section 2020 of this code.

1165.17. Fee. The fee for a license under this section is set by appendix IV.

Section 1170 - Massage  
(Repealed, Ord. No. 96-10, Sec. 5)

By January 1 of each year the director will have available for inspection in the director's office a composite list of all projects of which the director has been informed in the annual plans. All registrants are responsible for keeping themselves informed of the current status of this list.

Thereafter, by February 1, each registrant may change any project in its list of next-year projects, and must notify the director and all other registrants of all such changes in said list. Notwithstanding the foregoing, a registrant may at any time join in a next-year project of another registrant listed by the other registrant.

Subd. 2. Additional next-year projects. Notwithstanding the foregoing, the director will not deny an application for a right-of-way permit for failure to include a project in a plan submitted to the city if the registrant has used commercially reasonable efforts to anticipate and plan for the project.

802.15. Permit requirement. Subdivision 1. Permit required. Except as otherwise provided in this code, no person may obstruct or excavate any right-of-way, or locate facilities in the right-of-way, without first having obtained the appropriate right-of-way permit from the director to do so. (Amended, Ord. No. 2017-02, Sec. 6)

- a) Excavation permit. An excavation permit is required by a registrant to excavate that part of the right-of-way described in such permit and to hinder free and open passage over the specified portion of the right-of-way by placing facilities described therein, to the extent and for the duration specified therein.
- b) Obstruction permit. An obstruction permit is required by a registrant to hinder free and open passage over the specified portion of right-of-way by placing equipment described therein on the right-of-way, to the extent and for the duration specified therein. An obstruction permit is not required if a person already possesses a valid excavation permit for the same project.
- c) Small wireless facility permit. A small wireless facility permit is required by a registrant to erect or install a wireless support structure, to collocate a small wireless facility, or to otherwise install a small wireless facility in the specified portion of the right-of-way, to the extent and for the duration specified therein. (Added, Ord. No. 2017-02, Sec. 6)

Subd. 2. Permit extensions. No person may excavate or obstruct the right-of-way beyond the date or dates specified in the permit unless such person (i) makes a supplementary application for another right-of-way permit before the expiration of the initial permit, and (ii) a new permit or permit extension is granted.

Subd. 3. Delay penalty. Notwithstanding subdivision 2 of this section, the city shall establish and impose a delay penalty for unreasonable delays in right-of-way excavation, obstruction, patching, or restoration. The delay penalty shall be established from time to time by city council resolution.

Subd. 4. Permit display. Permits issued under this section shall be conspicuously displayed or otherwise available at all times at the indicated work site and shall be available for inspection by the director.