



2015 First Avenue, Anoka, MN 55303  
Phone: (763) 576-2700 Website: [www.ci.anoka.mn.us](http://www.ci.anoka.mn.us)

## CITY OF ANOKA GARBAGE & REFUSE COLLECTION LICENSING RENEWAL APPLICATION

TYPE OF LICENSE:

Residential Collection

*Defined as: collection occurring on the premises of any single building consisting of one, two, three, or four dwelling units, with individual kitchen facilities for each.*

Commercial/Industrial/Multiple Dwelling Collection

*Defined as: collection occurring on the premises where a multiple dwelling (of more than 4 units), commercial or industrial enterprise of any kind is carried on, and shall include restaurants, hotels, clubs, churches, and schools where food is prepared or served.*

**ANNUAL FEES:** Fees for licenses are set annually by the Anoka City Council through adoption of a Master Fee Schedule.

### AS OF AUGUST 28, 2015 NO NEW GARBAGE & REFUSE COLLECTION LICENSES WILL BE ISSUED BY THE CITY OF ANOKA.

**NOTICE:** The application and ALL required documents must be submitted no later than DECEMBER 1<sup>ST</sup>. DO NOT SUBMIT AN APPLICATION THAT IS INCOMPLETE OR MISSING INFORMATION; IT WILL BE REJECTED, RETURNED AND SUBJECT TO A LATE PENALTY FEE OF 10% OF THE TOTAL LICENSE FEE.

This application must be completed by: if by a natural person, by such person; if by a corporation or LLC, by an officer of the corporation or LLC; if by a partnership, by one of the partners; if by an unincorporated association, by the manager or managing officer of the association.

**INSTRUCTIONS:** If you have no ownership changes from the previous years' application, check the "HAS NOT" box and continue completing this form. If you have changes from the previous years' application, check the "HAS" box and request a copy of a full application. If there has been a change in ownership, you must apply as a new license.

1. The information supplied on last year's renewal or original license application HAS NOT changed.
2. The information supplied on last year's renewal or original license application HAS changed.

## BUSINESS INFORMATION

Legal Name of Business/ Licensee:	Trade Name (dba):
Business Address:	Mailing Address (if different):
Business Phone Number (including area code):	Alternate Business Phone Number (including area code):

***NOTE: The Legal Name of Business/Licensee Name must be exactly the same name as listed as the Insured on the Certificate of Insurance.***

## LICENSE CONTACT INFORMATION

*List the individual that will serve as the City Contact person for license application and license related questions.*

Name ( <i>First, Last</i> ):	
Business Address (include street address, city, state, zip)	Mailing Address if different:
Phone Number (including area code):	Alternate Phone Number:
Email Address:	

## CONSUMER CONTACT INFORMATION

*List the individual or office that will serve as the Consumer Contact Person for service related questions and inquiries.*

Name or Office:	
Address (include street address, city, state, zip)	Mailing Address if different:
Phone Number (including area code):	Alternate Phone Number (or email address):

**RESIDENTIAL COLLECTION  
SCHEDULE OF RATES**

This form must be fully completed in order for the application to be accepted.  
Do not write "see attached" on this form, provide rate information on this sheet. You may attach additional sheets if necessary to provide further clarification to rate sheet.

This schedule of rates must include a base rate and all other charges to the consumer listed as a service fee, surcharge, or other similarly described fee.

Licensee shall provide fifteen (15) days prior notification to the City of any change in rates to be implemented during the license period.

**Rates:** Residential dwelling hauling rates must include, at a minimum, a rate structure for the following services *(R1 through R8 are required by Anoka Municipal Code):*

(R1) 30 to 40 gallon service: \_\_\_\_\_

(R2) 80 to 90 gallon service: \_\_\_\_\_

(R3) Walk Up Service: \_\_\_\_\_

(R4) Handicapped Service: \_\_\_\_\_

(R5) White goods: \_\_\_\_\_

***White goods defined:** means large appliances, furniture, oversize materials, construction materials, sand, earth, brick, stone, crockery, trees, tree branches, and other materials collected, processed, and disposed of as a separate waste stream.*

(R6) Bi-weekly pick-up rate: \_\_\_\_\_

(R7) Senior Citizen discount rate: \_\_\_\_\_

(R8) Organized neighborhood collection rate: \_\_\_\_\_

*\* Describe your criteria for qualifying for an organized neighborhood collection rate:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any other charges to the consumer listed as a service fee, surcharge, or other similarly described fee:

\_\_\_\_\_  
\_\_\_\_\_

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Other optional rate structures your business offers (please describe):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# VEHICLE INFORMATION

Total number of trucks operating under this license:

*The number of trucks must not exceed the number of trucks listed in the preceding license period*

**ATTACH A MINNESOTA STATE PATROL VEHICLE INSPECTION REPORT FOR EACH VEHICLE**

MAKE/MODEL OF VEHICLE	MN LICENSE #	VIN #	COMMERICAL COLLECTION	RESIDENTIAL COLLECTION

**STATEMENT OF APPLICANT APPLYING FOR LICENSURE**

(I) do hereby swear that the answers in this application are true and correct to the best of my knowledge. I do authorize the City of Anoka, its agents, and employees, to obtain any necessary information and to conduct an investigation, if necessary, into the truth of the statements set forth in this application and the qualifications for said license. I do understand that providing false information shall be grounds for denial of my license. I fully understand that it is my responsibility to be familiar with and abide by the requirements of the City, which is detailed in the pertinent section of the Anoka City Code, which is available on the City website at [www.ci.anoka.mn.us](http://www.ci.anoka.mn.us) or upon request from the City Clerk and to be familiar with and abide by the laws of the City of Anoka and the State of Minnesota relating to this licensure. I further understand that I must submit any changes in my application within fifteen (15) days of the effective date of the change and that I will abide by all requirements regarding the approval of such change as stated in the Anoka City Code and State Law. I understand that the information supplied within this application is classified as public data and will be provided to the public upon request.

Signature of Applicant: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



# REQUIRED LICENSE APPLICATION DOCUMENTS

- City License Renewal Application
- Residential Collection Schedule of Rates Form
- Vehicle Information Sheet
- Minnesota State Patrol Vehicle Inspection Report for each vehicle listed in application
- Certificate of Insurance, verified that Licensee Name and Insured Name are exactly the same
- Worker's Compensation Form (*attached – required by State of Minnesota*)
- SP:C1 Tax Clearance Form (*attached – required by State of Minnesota*)
- Payment of \$300.00 for 1<sup>st</sup> truck and \$30 for each additional truck. **NOTE:** The amount of trucks that you are licensing may not exceed the number of trucks that were included in your license.



REAL. CLASSIC.

# CERTIFICATE OF COMPLIANCE MINNESOTA WORKER'S COMPENSATION LAW

### PRINT LEGIBLY IN INK OR TYPE

Minnesota Statute, 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 worker's compensation insurance coverage requirement of Minnesota Statutes, Chapter 176. The required worker's 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.

**ALL APPLICANTS:** 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.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

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

- I have no employees
- I have employees but they are not covered by worker's compensation law.  
(see Minnesota Statute 176.041 for a list of excluded employees)

Explain why your employees are not covered: \_\_\_\_\_  
\_\_\_\_\_

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**COMPLETE THIS PORTION ONLY IF YOU ARE INSURED:** *A valid worker's 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 is used): \_\_\_\_\_  
\_\_\_\_\_

DBA (if applicable): \_\_\_\_\_

Address (must include street address): \_\_\_\_\_

Insurance Company Name (not agent): \_\_\_\_\_

Workers Compensation Policy No.: \_\_\_\_\_

Effective Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

### IF SELF-INSURED - ATTACH A COPY OF THE PERMIT TO SELF-INSURE

NOTE: If your worker's compensation policy is cancelled within the license period, you must notify the agency who issued the license/permit by resubmitting this form.



**SP:CI TAX CLEARANCE FORM**  
**(This form may contain private data – do not release to public)**

**PRINT LEGIBLY IN INK OR TYPE**

Pursuant to Minnesota Statute, Section 270C.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/or 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, renewal, or transfer of your license in the event you owe the Minnesota Department of Revenue delinquent taxes, penalties, or interest.
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 Services.
3. Failure to supply this information may jeopardize or delay the processing of your license, its' issuance or renewal.

Please supply the information and return this form along with your application to the agency issuing your license. **DO NOT RETURN TO THE DEPARTMENT OF REVENUE.**

Licensing Authority: CITY OF ANOKA, MINNESOTA

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**PERSONAL INFORMATION:** *Complete this section only if you are applying as an individual and/or do not hold a Minnesota Tax Identification # or Federal Tax Identification #.*

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

**BUSINESS INFORMATION:** *Complete this section only if you are applying as a business.*

Business Name: \_\_\_\_\_

Db: \_\_\_\_\_

Minnesota Tax Identification #: \_\_\_\_\_

Federal Tax Identification #: \_\_\_\_\_

**For businesses: If a Minnesota Tax Identification # is not required, you must submit a written explanation.**



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**APPLICATION FOR LICENSE INVOLVING  
PRIVATE OR CONFIDENTIAL INFORMATION  
(Tennessee Warning)**

**THIS FORM MUST BE COMPLETED BY ALL INDIVIDUALS LISTED IN APPLICATION**

In connection with your request for a license/registration the City of Anoka has asked that you provide it with information about yourself which is classified as either *private* or *confidential* by the Minnesota Government Data Practices Act (M.S.A. 13.04). Accordingly, the City is required to inform you of the following:

1. The private or confidential information requested includes, but may not necessarily be limited to, the following: *Your social security number or Minnesota business identification number.*
2. The purpose and intended use of the information requested is: *To comply with Minnesota Statutes, Section 270C.72.*
3. You are required to supply the requested information.
4. The known consequences of supplying the requested information is as follows: *Loss or denial of the requested license if you owe the State of Minnesota delinquent taxes, penalties or interest.*
5. The known consequences of refusing to supply the requested information is: *Your request for a license cannot be processed.*
6. The following persons and entities are authorized by law to receive the information if provided: *State of Minnesota - Department of Revenue and other government agencies as provided by law.*

**The undersigned, by signing this notice, acknowledges that he/she has read and understood the contents of this notice.**

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

Printed Name of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_ DOB: \_\_\_\_\_