

**LANDSCAPER & PAVEMENT SEALANT PROFESSIONAL  
LICENSE APPLICATION CHECKLIST**

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*ALL Applications MUST have the following:*

- COMPLETED LICENSE APPLICATION**
  - Vehicle information must be resubmitted each year
  - Snowplowing will be noted online at no additional fee
  
- PROOF OF INSURANCE - CERTIFICATE OF GENERAL LIABILITY, AUTOMOBILE LIABILITY, AND WORKER'S COMPENSATION (OR WAIVER IF LESS THAN 3 WORKERS)**
  - City of Highland Park must be listed as a Certificate Holder
  - Policy Numbers need to be indicated
  - Stickers will not be issued without proof of insurance
  
- PAYMENT OF LANDSCAPE AND/OR PAVEMENT SEALANT LICENSE FEE(S)**
  - \$100 if application is submitted on or before March 31, 2017
  - \$125 if application is submitted on or after April 1, 2017
  
- SIGNED STATEMENT(S) OF ACKNOWLEDGEMENT**

*First-time applicants MUST have the following:*

- PHOTO OF ONE OF THE TRUCKS DISPLAYING SIGNAGE AS IT APPEARS ON THE TRUCK. (FIRST TIME APPLICANTS ONLY)**

**APPLICATIONS CANNOT BE PROCESSED UNTIL ALL REQUIRED  
INFORMATION IS RECEIVED**



City of Highland Park

LANDSCAPER & PAVEMENT SEALANT PROFESSIONAL LICENSE APPLICATION 2017

APPLICATION (check all that apply)

- LANDSCAPER LICENSE PAVEMENT SEALANT PROFESSIONAL LICENSE

Section 1 – Applicant Information

Name of Company

Company Website Address

Applicant's Name

Applicant's Address

City State Zip Code

Phone Fax

Email

Section 2 – Location of Office and Garage (If different from address stated in Section 1)

Address City State Zip Code

Section 3 – Type of Business

- Individual Ownership Partnership Corporation Limited Liability Company (LLC)

Section 3.1 – Registered Agent Information (For Corporations Only)

Registered Agents' Name

Address City State Zip Code



**Section 3.2 – Owner Information**

Complete the following information for each owner. If the business is a partnership, indicate the information for each partner. If the business is a corporation, indicate the information for each director or shareholder owning directly or indirectly 5% or more of the shares. If there are more than two owners, please attach additional sheets.

\_\_\_\_\_  
Owner Name Percent Interest In Firm

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Phone Number Fax Number

\_\_\_\_\_  
Owner Name Percent Interest In Firm

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Phone Number Fax Number

**Section 4 – Background Information**

Have you ever been convicted of any felony under the laws of any state or under the laws of the United States?

Yes  No

If yes, please list each offense, date and nature of the incident. Additional sheets may be used if necessary.

\_\_\_\_\_

**Section 5 – Snowplowing Services**

Does your company provide snowplowing services?

Yes  No

**Section 6 – Vehicle Information**

List below each vehicle owned and controlled by the company. City ordinance requires all vehicles listed to attach a Landscaper License vehicle sticker. Attach additional sheets if necessary.

Year	Make	Model	License Plate Number	Vehicle Identification Number (VIN)

**Section 7 – Certificates of Insurance**

Certificates of insurance for **general liability, automobile liability and workers’ compensation** with the City of Highland Park listed as a certificate holder must be submitted with the completed application. The City will no longer issue stickers if the application and certificate are not submitted together.

**Section 8 – Payment**

Application fee of \$100 if submitted on or before March 31, 2017, or \$125 if submitted on or after April 1, 2017 for each license type. The application fee may be paid by cash, check, or credit card (Visa, Master Card and Discover Card).

Payment:  Landscape License       Pavement Sealant Professional License

Please indicate method of payment:  Cash       Check       Credit Card\*

PAYMENT TOTAL \$ \_\_\_\_\_ CHECK # \_\_\_\_\_

\*If you have selected credit card as your method of payment, you must submit application, certificate of insurance and make payment *in-person* at City Hall, 1707 St. Johns Ave, Highland Park, IL 60035. Individuals may only present credit cards issued in their own names and must have ID at the time of payment.

**Section 9 – Signature & Acknowledgement (Landscaper License)**

The undersigned applicant for a Landscape and Lawn Care Professional’s License acknowledges hereby that he/she received summaries of, has reviewed, and understands applicable ordinances of the City of Highland Park and that he/she will promulgate said ordinances and educate his/her employees as to the contents thereof. In making the application for this license, I have completed all sections to the best of my knowledge and ability.

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

\_\_\_\_\_  
Title of Applicant

\_\_\_\_\_  
Date

**Section 10 – Signature & Acknowledgement (Pavement Sealant Professional’s License)**

The undersigned Pavement Sealant Professional’s License applicant has received copies of, reviewed, and understands the applicable ordinances of the City (including, without limitation, those prohibiting the use and sale of Coal Tar Products) and will promulgate same and educate its employees thereof.

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

\_\_\_\_\_  
Title of Applicant

\_\_\_\_\_  
Date

**LANDSCAPE AND LAWN CARE AND/OR PAVEMENT SEALANT  
PROFESSIONAL CERTIFICATE AND  
WAIVER AND RELEASE OF ALL CLAIMS**

***\*Please note: This form is for Lawn Care and Pavement Sealant Professionals who have no more than two employees and therefore do not carry Workers' Compensation insurance.***

The undersigned hereby certifies that he or she is or is an authorized agent of \_\_\_\_\_, (***Landscape/Pavement Sealant Professional***) which is either a Landscape and Lawn Care Professional as defined in Section 102.004 of "The Highland Park Code of 1968", as amended (***City Code***), and/or a Pavement Sealant Professional as defined in Section 104.001 of the City Code. The undersigned further certifies, under penalties of perjury, that the Landscape/Pavement Sealant Professional employs no more than two employees, including the undersigned.

In consideration of the City of Highland Park (***City***) granting the Landscape/Pavement Sealant Professional a Landscape and Lawn Care License, and/or a Pavement Sealant Professional License, and waiving certain insurance requirements contained in Sections 102.001(C) and/or 104.015(B)(8) of the City Code, the Landscape/Pavement Sealant Professional hereby agrees to indemnify, hold harmless, and defend the City, and all City officers, agents, servants, employees, attorneys, and officials from and against any and all claims of every kind, known and unknown, present and future, arising out of, connected with, or in any way related to the City's issuance of a Landscape and Lawn Care License, and/or a Pavement Sealant Professional License to the Landscape/Pavement Sealant Professional.

The undersigned has read and fully understands this Certificate and Waiver and Release of All Claims and executes it of his or her own free will and without any reservation whatsoever.

Dated this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_. Dated this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Participant

\_\_\_\_\_  
Attest

**SUMMARY OF HIGHLAND PARK CITY CODE SECTIONS RELEVANT TO  
LANDSCAPER & PAVEMENT SEALANT PROFESSIONAL'S LICENSE APPLICANTS**

*Disclaimer: These are summaries of the City Code for the convenience of applicants. The language contained here within may not comprehensively or thoroughly convey the ordinances within the City Code. Applicants for a landscaper license are expected to familiarize themselves with Chapter 102 of the City Code and any chapters or ordinances mentioned hereafter.*

**93.337 Deposit of Snow Limited**

- No person or organization shall leave any snow or ice deposits upon any private or public property from which the snow or ice was removed, without the consent of the owner, or any street or other way for vehicular travel.
- However, this Section does not prohibit the depositing of snow or ice onto the portion of public parkway that is immediately adjacent to, and on the same side of the street as, the property from which the snow or ice was removed.
- The owner of the private property authorizing the removal is also responsible for any violation of the foregoing requirements by any person or organization employed by such owner.

**93.338 Deposits of debris.**

- No person or organization shall leave debris upon public right-of-ways or upon any lot.  
*Please ensure that landscaping debris is hauled off site and not deposited into the ravines.*
- The owner of the property from which the debris comes from is held liable to the same extent as the party that deposited the debris.
- Debris is defined as loose aggregate, leaves, and garbage.

**94.501 Fertilizers Containing Phosphorus**

- "Fertilizer containing phosphorus" is defined as any fertilizer which contains any amount of inorganic phosphorus or other compound containing inorganic phosphorus, including, without limitation, phosphate.
- No person shall apply to any area within the City any fertilizer containing phosphorus, except in the following circumstances:
  - Obtaining written approval from the City Forester.
  - Shall only be applied, after written approval from the City Forester, at a volume or concentration necessary to permit the turf or lawn to reach median phosphorus levels for typical area soils.
  - If applied it shall be integrated into the soil so that it is immobilized and generally protected from loss by stormwater runoff.
  - Shall only be applied in accordance with any and all conditions imposed by the City Forester in his or her sole and absolute discretion.
- Fertilizer containing phosphorus may be applied for agricultural uses, vegetable and flower gardens, trees and shrubs, and indoor plants.

- Fertilizer containing phosphorus may be applied to newly established turf or lawn areas during their first growing season.
- Naturally occurring phosphorus in unadulterated natural or organic fertilizing products, such as yard waste compost, biosolids or other similar materials that are organic in nature, may be applied at any location within the City.

#### **95.001 Public Nuisances**

- It is a public nuisance for any person, firm, corporation, or association to do, suffer or permit loud, raucous sounds or noises which disturb comfort and peace.
- Outdoor construction is considered a public nuisance outside of the hours of 7:00 a.m. and 7:00 p.m. Monday through Friday and 9:00 a.m. and 5:00 p.m. on Saturday and on Sundays and holidays, unless urgently required for public health and safety. This doesn't apply to residents working on their residences.
- Noises that will disturb rest, or quiet between 7:00 p.m. and 7:00 a.m. On Saturday, Sunday, and holidays, this is extended to 9:00 a.m. (*this doesn't apply to public safety vehicles, snow removal equipment, emergency operations of urgent necessity for public health and safety, and morning golf course maintenance*).
- *Only electric leaf blower machines are allowed between May 15 and October 1. This doesn't apply to golf course maintenance and during roof gutter and downspout cleaning operations between October 1 and June 15.*

#### **102.001 Required Licensing of Landscape and Lawn Care Professionals**

- Landscapers and Lawn Care Professionals require licenses from the city to engage in the business of landscape maintenance. See license application.
- The fee for the license is non-refundable, and the rates accompany the application.
- Evidence that the applicant is covered by a policy of comprehensive general liability insurance for both body and property damage is required. Proof of adequate workers' compensation and vehicle insurance is also required; although the City Manager or his/her designee may waive this requirement if the applicant employs 2 or fewer employees, including the Landscaper.
- Vehicles operated by the licensee shall always display the color scheme, insignia, trade name, and telephone number present on the application, as well as the landscape and lawn care professionals' vehicle sticker issued by the City with the license. It should be posted in the front driver's side window of all vehicles licensed by the City.

#### **102.002 Denial, Suspension, or Revocation of Landscape and Lawn Care Professional's License**

- The City Manager may refuse to issue or renew, or suspend or revoke a license, or fine a licensee for reasons including but not limited to:
  - Engaging in lawn care or landscape business without securing a Landscape or Lawn Care Professional's License from the City;
  - Violating the City Ordinances previously referenced in this document;
  - Putting false, misleading, or inaccurate statements in the Landscaping application;



- Misrepresenting or giving false promise that would influence or induce another in connection with landscaping; and/or
- Continually making false promises through advertising, agents, or salesmen, or making other misrepresentations in connection with landscaping.
- If the City Manager suspends, revokes, or fines a Licensee, the Licensee bond is also forfeited. The City Manager shall not assess a fine in excess of \$500.00. A person cannot reapply for a license after revocation for one year.

### **102.003 Misdemeanors**

- It's is unlawful for any person, firm, or corporation to:
- Engage in business of lawn care or landscaping without first securing a Landscaping License from the City of Highland Park;
- Violate other City ordinances including but not limited to all those previously referenced in Sections 93.338, 95.001, or 102.002.

### **102.005 Penalty**

- Any person found guilty of violating any terms of Chapter 102 shall be found guilty of a misdemeanor and shall, upon conviction thereof, be fined between \$50.00 and \$1,000.00 for each offense. Every day that a violation exists constitutes a separate offense.
- Any owner or occupant of property who permits a violation of Section 102.003(B)(2) of this Chapter to exist or continue on the property shall be fined between \$200.00 and \$500.00 for each offense. Each and every day the violation continues, shall be considered a separate offense.

## **PAVEMENT SEALANT PROFESSIONALS**

### **104.005 Sale of Coal Tar Products Prohibited.**

- No Person may sell, offer or display for sale within the City, at wholesale or retail, Coal Tar Products of any kind.

### **104.010 Use of Coal Tar Products Prohibited.**

- On public and private property, no Coal Tar Products of any kind shall be applied or used on the surface of any street, driveway, driveway approach, on- or off-street parking area, playground, sidewalk, bike trail, patio, sports facility, loading space or facility, or paved surface within the City.

### **104.999 Penalty.**

- Any person found guilty of violating any terms of this Chapter shall be found guilty of a misdemeanor and shall, upon conviction thereof, be fined in an amount not less than \$50.00 nor more than \$1,000.00 for each offense. Every day that a violation exists constitutes a separate offense.

**Definitions: See Section 102.004 and 104.001 in the City Code**