



VILLAGE OF GLENCOE

FORMS & APPLICATIONS

675 Village Court, Glencoe, Illinois 60022
p: (847) 835-4111 | info@villageofglencoe.org | Follow Us: @VGlencoe

www.villageofglencoe.org

Last Updated: November 2023

Private Property Snow Removal License Application

NOTE: Applications and payments are ONLY processed online. No in-person applications will be accepted.

Name of Company:

Address:

Town:

State & Zip Code:

Phone:

Fax:

Contact Name:

E-mail:

(E-MAIL ADDRESS IS MANDATORY)

Vehicle Information (additional sheets if needed)

MAKE	MODEL	COLOR	LICENSE PLATE #

[Continues on Next Page]

Enter in the spaces below each customer address in the Village of Glencoe. Additional sheets may be attached.

(Example) 123 Main Street	

I certify that I represent the firm that will be performing the work specified on this permit application. I further certify that I have read and fully understand, and my firm will perform faithfully all work with due skill and in accordance with the directions and regulations of the Village of Glencoe and that I and my firm will indemnify and hold harmless the Village of Glencoe for and from any loss, damage, expense, claims and costs of every nature and kind arising out of, or in connection with the work to be performed pursuant to this license when such loss, damage, expense, claim, or cost is due to the negligence of me or my firm.

Print Name: _____

Signature: _____

To Be Completed by Staff:		
Auto Liability Insurance:	General Liability Insurance:	Bond:
\$100 Application Fee:	Certificate Issued:	Date:

- Please attach to this application a list of your customer addresses, your license and permit bond and your Certificate of Liability Insurance and submit to licenses@villageofglencoe.org
- Annual Snow Removal License fee (\$100) can only be paid on-line at www.villageofglencoe.org/pay

VILLAGE OF GLENCOE
REQUIRED INSURANCE: GENERAL LIABILITY AND AUTO LIABILITY FOR CONTRACTORS PERFORMING
LANDSCAPE/TREE WORK, POOL PUMPING , EXTERIOR PLUMBING, SEWER WORK or SNOW PLOWING

SAMPLE

CERTIFICATE OF INSURANCE

SAMPLE

PRODUCER

Insurance provider name and address here. Provider must be registered to do business in the U.S.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED

Your company name and address here. Must match name used on application.

COMPANIES AFFORDING COVERAGE

COMPANY A:

COMPANY B:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMES ABOVE FOR THE POLICY PERIOD INDICATED, NOT WITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE	POLICY EXPIRATION DATE	LIMITS
	GENERAL LIABILITY				EACH OCCURENCE \$1,000,000
A	COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (EACH OCCURRENCE) \$100,000
	CLAIM MADE OCCUR				MED EXP (ANY ONE PERSON) \$10,000
					PERSONAL & ADV INJURY \$1,000,000
					GENERAL AGGREGATE \$2,000,000
					PRODUCTS - COMP/OP AGG \$2,000,000
	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (EACH ACCIDENT) \$1,000,000
A	<input checked="" type="checkbox"/> ANY AUTO				BODILY INJURY (PER PERSON)
	ALL OWNED AUTOS				BODILY INJURY (PER ACCIDENT)
	SCHEDULED AUTOS				PROPERTY DAMAGE (PER ACCIDENT)
	HIRED AUTOS				
	NON-OWNED AUTOS				
A	UMBRELLA LIABILITY			<input checked="" type="checkbox"/> OCCUR	EACH OCCURENCE
	<input checked="" type="checkbox"/> EXCESS LIAB			CLAIM	AGGREGATE
	DED <input checked="" type="checkbox"/> RETENTION \$				
B	WORKERS COMPENSATION AND EMPLOYER'S LIABILITY				<input checked="" type="checkbox"/> STATUTORY LIMITS OTHER
	ANY PROPRIETOR /PARTNER EXECUTIVE/ OFFICER/MEMBER EXCLUDED? YES/NO? If yes, describe under DESCRIPTION OF OPERATIONS below				E.L. EACH ACCIDENT E.L. DISEASE - EACH EMPLOYEE E.L. DISEASE - POLICY LMIIT
	THE PROPRIETOR/ PARTNERS/EXECUTIVE OFFICERS ARE			<input type="checkbox"/> INCL <input type="checkbox"/> EXCL	

DESCRIPTION OF OPERATIONS/ LOCATIONS/ VEHICLES/ SPECIAL ITEMS: (PLEASE SPECIFY TYPES OF WORK BEING PERFORMED: LANDSCAPE / POOL PUMPING/ SEWER/ SNOW REMOVAL)

CERTIFICATE HOLDER:

Village of Glencoe
675 Village Court, Glencoe, IL 60022

CANCELLATION

SHOULD THE ABOVE DESCRIBED POLICY BE TERMINATED OR CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMES TO THE LEFT.

AUTHORIZED REPRESENTATIVE :

Village of Glencoe - Public Works Department
Regulations Regarding Private Snow Removal Operators

All private snow plow operators are required to be licensed annually with appropriate insurance coverage for the entire year. The licensing period shall be November 1 through October 31 the following year. The purpose of licensing and regulations is to assure operators are aware of and comply with safe plowing practices. Questions concerning licensing and regulations can be directed to the Department of Public Works at (847) 835-4111.

Regulations:

- 1) Identification of the plowing company including phone number must be visible on both sides of the plowing equipment. A copy of a current Village license must be placed in the plowing vehicle and be able to be produced upon demand.
- 2) When performing plowing operations all vehicles will be equipped with working warning lights that are operating at all times.
- 3) All snow shall be deposited on the parkway in front of your client's property. You are not permitted to push across the street. In addition, snow placed along street will be deposited to the left side of a client's driveway while facing the drive from the street. Snow should never be stockpiled on public sidewalks. (See diagram below.)
- 4) Care shall be taken (markers, sticks, etc.) to minimize the damage to any vegetation in the public right-of-way including bushes, trees and sod.
- 5) Do not pile snow on or around private utility boxes and cabinets. Doing so may damage equipment and lead to service interruptions, like power outages.
- 6) Failure to acquire a license or have the license readily available while plowing will lead to fines subject to Village ordinance.
- 7) Common sense and courtesy are appreciated when working late-night and early-morning hours.

