

## 2018 Application Checklist

The following materials must be submitted prior to the issuance or renewal of a license for the transportation and/or collection of solid waste and/or recyclables in McLeod County. The license is valid for the current calendar year only. The following forms can be submitted through the McLeod County Website: License Application Form, Form SP:C1 Form, 2017 Recycling Report Form, 2017 MMSW Report Form. Payments and Insurance/Bond Certificates must be mailed to complete the Licensing for 2018. Mailing Address: 1065 5th Avenue SE Hutchinson, MN 55350 Attn: Licensing

### **Completed Application**

Please read the instructions for completing the application.

### **Payment of Fees**

Checks should be made payable to "McLeod County Auditor-Treasurer". The fee is \$150.00 per business and \$30.00 per MSW truck & \$10 per Recycling truck.

### **Proof of General Liability Insurance**

### **Expiration Date**

Proof of comprehensive general liability insurance covering bodily injury and property damage (combined limit) in the amount of \$200,000 per person and \$600,000 per occurrence and personal injury in the amount of \$200,000 per person and \$600,000 per occurrence.

### **Proof of Automobile Liability Insurance**

### **Expiration Date**

Proof of comprehensive automobile liability insurance including owned, non-owned and hired automobiles in the amount of \$200,000 per person and \$600,000 per occurrence.

### **Proof of a Performance Bond**

### **Expiration Date**

Proof of a performance bond with sufficient sureties in the penal sum of \$2,000.

### **Proof of a Workers' Compensation Coverage**

### **Expiration Date**

### **Solid Waste Hauling Route**

General description of route to be followed by all solid waste hauling vehicles between the area(s) of collection and the solid waste disposal/processing facility.

### **MN State Form SP:C1**

The business name must be the same as item 1 on the application. The business address must be the same as item 3 on the application. Licensee name, must be the same as on item 2 of the application. Enter your Minnesota business number, federal tax number and social security number. The form must be signed by the same person signing the application.

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### **Annual MMSW Report DUE:**

The Annual MMSW Quality report must be submitted within **fourteen (14) days after the December 31<sup>st</sup>** reporting period. This form includes a format to identify the weight in tons of all MMSW collected from McLeod County and all MMSW delivered to McLeod County. Transporters of recyclables collected in McLeod County must submit a quarterly report identifying the weight and type of all materials collected from McLeod County. The recyclables quantity report form is available from McLeod County.



### Annual Recycling Report DUE:

The Annual Recycling Report must be submitted within **fourteen (14) days after the December 31<sup>st</sup>** reporting period. Transporters of recyclables collected in McLeod County must submit a report identifying the weight and type of all materials collected from each city, township, etc within McLeod County.

### **PLEASE NOTE:**

IF YOU ARE RENEWING YOUR LICENSE FOR 2018, YOUR 2017 LICENSE WILL BE EFFECTIVE THROUGH JANUARY 15, 2015.

IF **ALL** LICENSING REQUIREMENTS ARE **NOT** RECEIVED FOR YOUR 2018 RENEWAL, OR **ALL** 2017 REPORTS ARE **NOT** RECEIVED BY JANUARY 14<sup>TH</sup>, 2018 YOUR LICENSE APPLICATION **WILL NOT** BE PROCESSED FOR 2018. **ALL** PENALTY FEES WILL BE ASSESSED AND PAYMENT, OF ALL FEES, **MUST** BE PAID BEFORE YOUR 2018 LICENSE APPLICATION WILL BE PROCESSED.