



# CITY OF AVON LAKE, OHIO

## DEPARTMENT OF PUBLIC WORKS

150 AVON BELDEN ROAD • AVON LAKE, OHIO 44012-1699

Telephone: (440) 930-4101

Fax: (440) 930-4105

December 6, 2018

Landscaper/Tree Service  
Fertilizer Applicator/Lawn Care Companies

Re: Application for Registration for Landscape Contractors

To Whom it May Concern,

In March of 2010 the City of Avon Lake adopted an ordinance that requires Landscaping, Tree Care/Clearing, Lawn Care, and Sprinkler System installation and maintenance to be licensed, registered and bonded. It is time once again for the registration process. I have attached the registration forms for the 2018 registration year. **The \$5000.00 bond must be on the enclosed Public Works Department bond form.**

Please keep in mind that if you are a landscaper **that also is registered as a general contractor or sprinkler system installer** that does work that requires permits (patios, decks, footers, concrete, plumbing, etc.) through the Building Department you must be **dually** registered with the Building Department, **which means that you will have to have separate forms including bonds for both departments.** If your company does only lawn care, landscaping, fertilizer application or tree care services, you are not required to register with the Building Department, only with the Public Works Department.

Please contact me at (440) 930-4101 if you should have any questions regarding these registrations.

Sincerely,

Joseph R. Reitz, PE., M.ASCE, CPESC, CESSWI  
Public Works Director  
Stormwater Program Manager

cc: Tom Carleton, Building Official

# CITY OF AVON LAKE

Mailing Address: 150 Avon Belden Road • Avon Lake, OH 44012-1699

Public Works Department Telephone: (440) 930-4101

Public Works Department Fax: (440) 930-4105

Joseph R. Reitz, Public Works Director

Greg Zilka, Mayor

## DEAR CONTRACTOR:

Your registration as a landscape contractor in the City of Avon Lake expires December 31<sup>st</sup> each calendar year.

➔ YOU MUST REGISTER EVERY YEAR PRIOR TO DOING ANY WORK IN THE NEW YEAR! ⬅

### ALL OF THE FOLLOWING ITEMS MUST BE INCLUDED TO COMPLETE YOUR REGISTRATION WITH THE CITY OF AVON LAKE

- ❶ **APPLICATION FOR REGISTRATION**
- ❷ **CONTRACTOR'S BOND** (be sure to sign it and submit original only)
  - Must be on the city's form
  - No Continuation Certificates accepted
  - CONTRACTOR MUST SIGN with an ink signature and submit the original bond that has the insurance company's embossed, digitized or sticker seal and return with registration
- ❸ **CERTIFICATE OF INSURANCE** (with the City of Avon Lake as certificate holder) and **PROOF OF WORKMANS COMPENSATION INSURANCE.**
- ❹ **R.I.T.A. FORM**
- ❺ **REGISTRATION FEE** (\$75 for Landscape Contractor)

All Landscape Contractors must have a \$5,000 bond on the City's form. All Landscape Contractors must have a minimum of \$100,000 property, \$300,000 bodily injury/wrongful death insurance. Contractors working in the right-of-way need \$1,000,000 umbrella coverage. Any construction or alteration in the right-of-way must have approval by the Public Works Director.

### REGISTRATION MAY BE REVOKED FOR:

1. Misrepresentation of a material fact by the applicant in obtaining a certificate of registration and qualification.
2. Blatant disregard in controlling runoff to neighboring properties;
3. Non compliance with or a violation of any of the provisions or regulations of the federal Clean Water Act or any violation of Chapter 1060 and Chapter 1061 of this code.
4. Departure from or disregard of plans and specifications filed with the application for a permit.

2019

# CITY OF AVON LAKE



## APPLICATION FOR REGISTRATION FOR LANDSCAPE CONTRACTORS

(please type or print)

REGISTERING AS:

<input type="checkbox"/>	LANDSCAPE CONTRACTOR	\$ 75
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COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PRESIDENT or OWNER (name to appear on registration certificate): \_\_\_\_\_

FEDERAL TAX I.D. NO. \_\_\_\_\_ ← (Federal I.D. or Social Security Number)

TELEPHONE NUMBER: \_\_\_\_\_ CELLULAR NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

Check here if you would like your registration forms e-mailed next year.

CONTRACTORS: PLEASE CHECK ANY OF THE FOLLOWING THAT REPRESENT THE TYPE OF WORK PERFORMED BY YOUR COMPANY.

- |   |  |
|---|--|
| <input type="checkbox"/> LANDSCAPING  | <input type="checkbox"/> TREE CARE/CLEARING                |
| <input type="checkbox"/> LAWN CARE  | <input type="checkbox"/> LANDSCAPING / SPRINKLING SYSTEMS  |
| <input type="checkbox"/> FERTILIZER APPLICATOR                                    | <input type="checkbox"/> PESTICIDE APPLICATOR              |
| (Fertilizer and Pesticide applicator must show proof of license in State of Ohio) |  |
| <input type="checkbox"/> SNOW REMOVAL   | <input type="checkbox"/> OTHER _____<br>(please note type) |

DATE: \_\_\_\_\_ APPLICANT'S SIGNATURE: \_\_\_\_\_

FOR OFFICE USE ONLY:

REGISTRATION NUMBER: \_\_\_\_\_

PAID BY: \_\_\_\_\_

DATE ENTERED: \_\_\_\_\_

DATE PAID:

Bond Number: \_\_\_\_\_

**CONTRACTOR'S BOND**

**CITY OF AVON LAKE**

Known ALL MEN BY THESE PRESENTS, THAT \_\_\_\_\_ As principal and \_\_\_\_\_ as surety are held firmly bound unto the City of Avon lake, or to any of its officers, for the use of any person, persons, firm or corporation with whom such principal shall contract to construct, alter, repair, add to, subtract from, any landscaping including work in or on trees and the alteration to the elevation and grade of a property or appurtenances thereto or any part thereof, in accordance with the provisions and the requirements of the Public Works Department of the City of Avon Lake, in the sum of Five Thousand Dollars (\$5,000), for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly from these presents.

THE CONDITIONS OF THE ABOVE OBLIGATIONS ARE SUCH, that whereas the above \_\_\_\_\_ has made application to the Public Works Department for Registration and Licensing as a Landscape Contractor in the City of Avon Lake for the term beginning \_\_\_\_\_, 2019 and ending December 31, 2019.

NOW THEREFORE, if the said \_\_\_\_\_ shall well and truly indemnify, keep save harmless the City of Avon Lake, or any of its agents or officials for the use of any person, persons, firm, or corporation with whom such contractor shall contract to do work, and shall indemnify and pay any such person, firms or corporations for damage sustained on account of the failure of such contractor to perform the work so contracted for in accordance with the provisions of the policies of the Avon Lake Public Works Department as granted by Avon Lake City Council and amended thereto, and any and all lawful rules and regulations promulgated under the authority thereof, and all lawful orders of the Public Works Department and Stormwater Program Manager, and from or by reason or on account of anything done under and by virtue of any permits issued under such registration for the doing of any work required to be done in the altering, repair, addition to, subtraction from landscaping work including grading and tree work on any property thereto or any part thereof then this obligation shall be null and void; otherwise, to remain in full force and effect.

IN WITNESS WHEREOF, this bond has been signed by our duly authorized representatives on the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
PRINCIPAL

\_\_\_\_\_  
BY

\_\_\_\_\_  
SURETY

\_\_\_\_\_  
BY

# REGIONAL INCOME TAX AGENCY

# BUSINESS REGISTRATION FORM 48

CITY OF AVON LAKE

FEDERAL IDENTIFICATION NUMBER

SOCIAL SECURITY NUMBER (COMPLETE ONLY IF A SOLE PROPRIETOR)

PLEASE CHECK YOUR FILING STATUS:  SOLE PROPRIETOR  PARTNERSHIP  NON-PROFIT  CORPORATION

### LOCAL NAME AND ADDRESS AS USED FOR BUSINESS PURPOSES

BUSINESS NAME: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

### IF CORPORATE SUBSIDIARY, GIVE NAME AND ADDRESS OF PARENT COMPANY MAIN OFFICE

BUSINESS NAME: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

### IF SOLE PROPRIETORSHIP, GIVE OWNER'S NAME AND HOME ADDRESS

BUSINESS NAME: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

WHAT DATE DID YOU BEGIN OPERATIONS IN RITA MUNICIPALITY? \_\_\_\_\_

### PLEASE LIST THE COMPANY S.I.C. CODE OR CHECK THE BOX THAT BEST DESCRIBES THE COMPANY BUSINESS TYPE.

S.I.C. \_\_\_\_\_  TRANSPORTATION  NON MANUFACTURING  MANUFACTURING  WHOLESALE  
 RETAIL  FINANCE  SERVICES  PUBLIC ADMINISTRATION  NONCLASSIFICATION

### EMPLOYEE INFORMATION

DO YOU HAVE ANY EMPLOYEES? (CHECK ONLY ONE)  YES  NO ARE SUB-CONTRACTORS UTILIZED? (CHECK ONLY ONE)  YES  NO

IF YOU HAVE EMPLOYEES PROCEED WITH EMPLOYEE INFORMATION. IF YOU DO NOT HAVE EMPLOYEES PROCEED TO THE PROFIT/LOSS SECTION.

APPROXIMATE NUMBER OF EMPLOYEES: \_\_\_\_\_ APPROXIMATE MONTHLY GROSS PAYROLL: \_\_\_\_\_

PLEASE CONTACT OUR BUSINESS REGARDING A VOLUNTARY RESIDENCE WITHHOLDING PROGRAM.  YES  NO

### SEND WITHHOLDING TAX FORM TO

BUSINESS NAME: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

CARE OF: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**IF YOU ARE A NON-PROFIT ORGANIZATION STOP HERE AND SIGN AT BOTTOM**

### PROFIT / LOSS INFORMATION

ENDING DAY OF FISCAL YEAR IF OTHER THAN CALENDAR YEAR \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
MONTH DAY YEAR

### SEND THE NET PROFIT TAX RETURN TO

BUSINESS NAME: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

CARE OF: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

THE INFORMATION HEREBY SUBMITTED IS TRUE AND CORRECT.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_ PHONE: \_\_\_\_\_

Under Chapter 208 General Fee Schedule

(h) Public Works Department

(1) Stormwater pollution prevention plan review and permit	150.00
(2) Stormwater pollution plan violations	200.00/day/occurrence
(3) Illicit discharge violation	200.00/day/occurrence
(4) Second notice of violation	400.00/day/occurrence
(5) Stepped notices of violation	Fines double every day violation exists

(6) Additional fines:

Any illicit discharge violation where it is found that mud/dirt/debris is being deposited on a public road shall be determined to be a violation. The offending party, in addition to the above listed fines, shall be responsible for all related cleaning costs including, but not limited to, cleaning of the roads, and cleaning of the catch basins and storm sewers.

(7) Grading permit (new construction)	50.00
(8) Re-grading permit	25.00
(9) Right-of-way permit (excavation outside of pavement and within City right-of-way)	No fee (permit required)
(10) Road opening permit (necessitating pavement repair)	125.00
(11) Ditches, curbs, and driveway openings	20.00
(12) Sidewalk permit (new construction in right-of-way)	0.25/lf (properties over 100 ft.)
(13) Rain barrel assembly kit	20.00 (each kit)
(14) Rain barrel assembly workshop	40.00 (each barrel)
(15) Landscape contractor registration	75.00*
(16) Green Team registration	25.00

\* In accordance with the rules adopted by Avon Lake City Council through adoption of the Avon Lake "Green Team" program the yearly registration will be lowered by \$25 by the Stormwater Program Manager for Green Team landscape contractors in good standing.