



TREE TRIMMING OR CUTTING BUSINESS LICENSE
CITY OF CARBONDALE, ILLINOIS

Return to: City of Carbondale City Clerk's Office
P.O. Box 2047
Carbondale, Illinois 62902-2047

License Year January 1 - December 31, 20__
(Application, Documentation, and \$50 fee due December 1 annually)

Applicant's Name Individual Corporation Partnership LLC

Applicant's Address City/State/Zip

Email Address Telephone No. / Fax No.

Business Name Address/City/State/Zip

Email Address Telephone No. / Fax No.

Number of Vehicles to be used by Applicant: _____

Specify Make and Style of Each Vehicle (use additional pages if necessary):

Four horizontal lines for specifying vehicle details.

Attach the Following Documentation:

Certificates of Insurance - \$100,000 Public Liability for bodily injury to each person; \$300,000 for bodily injury for each accident; and \$100,000 for property damage per accident. Insurance shall cover operations including the applicant's own direct work, work performed by subcontractors and automobiles and motor vehicles used to conduct business.

Worker's compensation insurance certificate for applicant's agents and employees

Valid signed and numbered State of Illinois Emerald Ash Borer (EAB) Compliance Agreement

*License Fee Is Not Pro-Rated; Applications for Licenses Received After September 1 for a given license year will not be assessed a license fee for that partial license year; however, this does not apply towards renewal applications.

Office Use Only: \$50.00 Fee Date: Valid Certificates Attached State License Issued

Signature: _____

Printed Name: _____

Workers compensation and Insurance Liability policies may not be cancelled by the insurer except after ten (10) days written notice to the City Clerk, and if such insurance is so cancelled and the licensee shall fail to replace the same with another policy conforming to the provisions of this section, said licensee shall also be automatically suspended until such insurance shall have been replaced and proper documentation provided to the City Clerk.

Vehicle License and Markings: As applicable all vehicles and equipment shall be properly licensed. All vehicles and equipment shall be clearly marked with the company name and telephone number.

Removal and Disposal of Debris: After completion of any work on public or private property, the licensee shall clean the work site and remove all wood and debris from the property and public rights-of-way. Licensees are responsible for the legal disposal of all debris; debris resulting from the work of a licensed tree trimmer or cutter may not be left on private or public property for pickup and disposal by the City. Debris infected with the Emerald Ash Borer (EAB) must be disposed of according to the Illinois Department of Agriculture guidelines. At the written direction of the property owner, the Licensee may leave wood that is suitable for firewood; provided however that the property owner shall store such firewood as required elsewhere in this City Code.

Written Estimate Required: A copy of a written estimate shall be provided to the property owner for approval prior to the performance of any work. This estimate shall include the name, address and phone number of the tree trimmer and cutter, a detailed description of all services or work to be performed and the total estimated cost of the services to be provided. In the event that a determination is made that the actual charges for the services will exceed the total written estimate by ten (10) percent or more, the customer shall be immediately notified, in writing, of the new charges. A customer so notified may authorize or cancel the service. The customer shall be responsible for payment of services provided; in no event shall a customer be required to pay more than the amount of the original written estimate plus ten (10) percent of the original written estimate if the customer did not receive written notification of a change in the estimate.

Deposit: A tree trimmer and cutter may not require a deposit in excess of 50% of the written estimate for said work as outlined in section 17-10-7G of the Carbondale Revised Code.

License Suspension or Revocation: The City Manager is authorized to suspend or revoke a tree trimmer and cutter license in conformity with the provisions of this section of the City Code. No tree trimmer and cutter license shall be suspended or revoked until after an administrative hearing before the City Manager has been held. The licensee shall be given no less than five (5) days written notice of the hearing, said notice shall include the place and time of the hearing. The City Manager may after notice of hearing suspend or revoke a tree trimmer and cutter license for any of the following reasons: The licensee has violated any state or federal laws or City ordinances regulating or relating to the tree servicing business; The willful making of any false statement as to a material fact in the license application or renewal; Suspension or revocation of the legal status of the licensee such as the right to transact business in the State of Illinois; and/or Failure to pay any fees or taxes due the City of Carbondale.

A Tree Trimmer and Cutter License shall not be required for the following tree work:

- The minor pruning of bushes, shrubs, or ornamental trees incidental to performing lawn maintenance and/or landscaping on private property.
- Removal or trimming and cutting of trees on private property that are less than 10" DBH.
- Pruning, trimming, and cutting of branches that do not require the use of a mechanical lift, bucket truck, climbing and roping, or other similar equipment or operation.

Any person violating any of the provisions of this Chapter shall be subject to a fine in an amount not less than two hundred fifty dollars (\$250) and not more than seven hundred fifty dollars (\$750.00). Each occurrence shall constitute a separate offence and shall be punishable as such hereunder. Each day that such violation is committed or permitted to continue shall constitute a separate offense and shall be punishable as such hereunder.

For additional information including definitions, exemptions, and requirements, please review Title Seventeen, Chapter 10 of the Carbondale Revised Code, "Trees, Bushes and Shrubs". The full City Code is available at www.explorecarbondale.com.