



CITY OF GRAND RAPIDS
BUSINESS LICENSE APPLICATION

TYPE OF BUSINESS LICENSE

Snowplow Company

1. BUSINESS DATA

Business Name (DBA or other names used):

Business Location: (Street Number and Name, City, State, Zip Code)

Mailing Address: (P.O. Box or Street Number and Name, City, State, Zip Code)

Business Telephone: Business FAX:

Business E-mail address: Website Address:

Is building owned by applicant? (circle one) YES NO If not, Owner's name:

Address: Phone Number:

Contact person for Inspection: Phone Number:

Please check appropriate box(es): Existing Building New Construction Remodel Change of Use

Present Use of Building (if vacant, what was last use?): Proposed Start Date:

Sales Tax License Number: Federal ID #:

Sales Activity (circle one): NONE WHOLESALE RETAIL Do you dispense or sell: liquor food

Manager or person principally in charge of operation of business

Name & Title:

Other Names Used or Aliases:

Home Address: (Street Number and Name, City, State, and Zip Code)

Fax: Home/Cell Phone: Driver's License #:

E-mail: Last 4 digits of S.S. #: Date of Birth:

Individual in charge of Accounting Records (CEO, CFO, CCO)

Name & Title:

Other Names Used or Aliases:

Home Address: (Street Number and Name, City, State, and Zip Code)

Fax: Home/Cell Phone: Driver's License #:

E-mail: Last 4 digits of S.S. #: Date of Birth:

2. OWNERSHIP TYPE

Circle One: Individual/Sole Proprietor Sole Member LLC Partnership
Corporation LLC Other

A. Complete this section if you circled Individual/Sole Proprietor or Sole Member LLC.

Owner's Name:

Other Names Used or Aliases:

Home Address: (Street Number and Name, City, State, and Zip Code)

Fax: Home/Cell Phone: Driver's License #:

E-mail: Last 4 digits of S.S. #: Date of Birth:





**City of Grand Rapids  
Affidavit and Indemnity Agreement  
Snowplow Company**

**Applicants must complete and sign the below affidavit.**

**AFFIDAVIT**

- I, \_\_\_\_\_, am the owner of \_\_\_\_\_, a Snowplow Company (the “Company”)
- I am the legal owner of, or hold a controlling ownership interest in, the Company
- I am, or my co-owner(s) and I are, ultimately responsible for all hiring, firing, and disciplinary decisions of all persons employed by the Company
- If a partial owner of the Company, I have been authorized by my co-owner(s) to execute this Affidavit and enter into this Indemnity Agreement with the City of Grand Rapids on the Company’s behalf.

**INDEMNITY AGREEMENT**

In exchange for a license to operate as a Snowplow Company under Title IV, Chapter 52, Article 2 of the City Code of the City of Grand Rapids, I agree the Company

- Will be held accountable for the actions of any and all persons within its employ, so long as those actions are taken within the scope of said person’s employment
- Will hold harmless and indemnify the City, any special service districts and their officers and employees for any claims for damage to property or injury to persons which may occur as a result of any activity carried on under the terms of the license.

I understand that I am certifying that these statements are true, and acknowledge that the information contained herein may subject me to certain penalties which include, but are not limited to, suspension or revocation of my Snowplow Company license.

Owner’s Name: \_\_\_\_\_

Owner’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**City of Grand Rapids  
Business License Application – Part II**



**This form must be submitted with all license applications. Applicants are required to read and initial all sections below.**

Business Name: \_\_\_\_\_

I fully understand and have completed Part I of the application, and have read the appropriate ordinances for the license category I am applying for. I have completed the application myself or with the assistance of an interpreter, if applicable.

Initials\_\_\_\_\_

I understand that all fees are non-refundable and cover the cost of processing the application.

Initials\_\_\_\_\_

I understand the license year applicable to all licenses shall begin on July 1<sup>st</sup> of each year and shall end on June 30<sup>th</sup> of the following year.

Initials\_\_\_\_\_

I understand that licensing fees are not pro-rated for a partial licensing year.

Initials\_\_\_\_\_

I understand that failure to disclose complete and accurate information is falsification of application. This is sufficient cause for immediate denial or revocation of a license.

Initials\_\_\_\_\_

I understand that other departments needing to make a recommendation on my application may require an inspection.

Initials\_\_\_\_\_

I understand the business property must have the proper zoning classification before a license can be issued.

Initials\_\_\_\_\_

I understand that a business license is issued to a specific business at a specific location and cannot be transferred to a new owner or new location.

Initials\_\_\_\_\_

If a license is denied, I understand I must file an appeal in writing to the City Clerk's Office, 300 Monroe Avenue NW, Grand Rapids, MI 49503, within 10 days of notification of the denial.

Initials\_\_\_\_\_

I understand that if I do not renew my license in June, there will be late fees and/or penalties assessed up to and including a civil misdemeanor.

Initials\_\_\_\_\_

I understand that I will not be able to claim 100% Principal Residence Exemption if I am making my home or part of my home available for rental.

Initials \_\_\_\_\_

If an interpreter was used, please provide their name and number below.

\_\_\_\_\_  
Name of interpreter (printed)                      phone number



Company Name: \_\_\_\_\_

Type of License: \_\_\_\_\_

**Vehicle List**

Year & Make of Vehicle	VIN Number	State of MI Plate #	For Office Use Only	
			City License #	Decal #

**Attach Additional Sheets if Necessary**



## SIDEWALK SNOWPLOW EQUIPMENT REGULATIONS

The City's Sidewalk Ordinance provides for the licensing and regulation of private snowplow operators. In that ordinance, the City Manager is directed to establish regulations for snowplow vehicles licensed by the City. The following regulations have been adopted and shall be adhered to by all licensed operators of sidewalk snowplows:

1. The weight of the vehicle shall not exceed 8,000 lbs.
2. Vehicle wheel width and plowing width cannot be wider than the sidewalk being plowed.
3. Vehicles shall be equipped with headlights that are visible when plow is raised to full height.
4. Vehicles shall be equipped with a top-mounted, yellow, revolving, flashing, warning light.
5. Vehicles with metal tracks or studs are not permitted on sidewalks.
6. License shall be placed on the vehicle in a position to be readily seen.
7. Plow blade shall be turned to an angle so that its plowing width is less than the width of the sidewalk.
8. Plow must be so equipped as to prevent damage to raised sidewalks or other obstructions.

These regulations may be modified from time to time as may be needed to adapt to changes in equipment, and to protect the property of residents and City sidewalks from damage.

A handwritten signature in black ink, appearing to read "Gregory A. Sundstrom". The signature is written in a cursive, flowing style.

Gregory A. Sundstrom  
City Manager



## **Snowplow Operators Insurance Requirements**

Attached is an insurance form, which may be completed by your insurance agent. An Insurance certificate must contain the following coverage:

1. City of Grand Rapids must be listed as an additional insured.
2. A thirty (30) day Notice of Cancellation or Non-renewal must be provided on the Certificate.
3. Minimum Insurance Required: \$1,000,000 combined single limit. Deductibles will not be approved.
4. The Certificate must include a description a description of each vehicle insured.
5. Insurance must cover any and all damage caused by vehicle or snowplow blade.
6. Insurance policy must cover full period of license (through June 30).
7. The Insurance Certificate must state that it covers Commercial Operations or Snowplowing Operations.
8. The Insurance Certificate must be approved by the City before issuance of the Snowplow Operators License.

**INSURANCE CERTIFICATE**  
**Covering SNOWPLOWING Operations**

Name & Address of Insured:

City of Grand Rapids  
City Clerk, Second Floor  
300 Monroe Ave NW  
Grand Rapids, MI 49503

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Name, Address & Phone # of Insured:

Name, Address & Phone # of Agency:

Name & Address of Insurance Underwriter:

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**COVERAGE**

Automobile Liability Combined Single Limit \$1,000,000

Comprehensive Form with

COMMERCIAL OPERATIONS ENDORSEMENT

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Binder or Policy Number:

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The City of Grand Rapids is named insured with respect to all injury and damage occurring during the below vehicle(s) snowplowing operation.

Vehicle(s) description(s) and Identification Number (in total):

**CANCELLATION OR ALTERATION**

If any of the above described policy is altered, cancelled or not renewed before the expiration date below, the issuing company will mail a 30 day prior notice to all of the insured as listed above.

\_\_\_\_\_  
Date Issued

\_\_\_\_\_  
Expiration Date\*

\_\_\_\_\_  
Signature of Authorized Insurance Representative

\_\_\_\_\_  
Date

\*COVERAGE MUST EXTEND THROUGH THE LICENSE YEAR (JUNE 30)





## **RULES AND REGULATIONS CONTROLLING THE OPERATION OF SNOWPLOW VEHICLES**

Section 4.98 of the City Code provides for the establishment by the City Manager of rules and regulations to control the operation of snowplows. The following regulations have been adopted and shall be adhered to by all licensed snowplow operators:

1. The plowing of snow into the street and the spreading of snow within the street is prohibited.
2. Snow plowed from driveways and sidewalks may be deposited on the parkway of the property from which it was removed or placed on a neighboring parkway with permission.
3. Snow may not be plowed or otherwise deposited onto private property unless permission is first obtained from the property owners.
4. Contractors may not obstruct fire hydrants or mail boxes with snow plowed from driveways and sidewalks.
5. In distributing piles or banks of snow, contractors may not create any visual obstruction which would impair safe use of streets and sidewalks.
6. In traveling over sidewalks, the operator shall avoid traveling over unplowed sidewalks by entering and leaving the sidewalk at driveways or other reasonable means which may be available for travel.

A handwritten signature in black ink, appearing to read "Gregory A. Sundstrom". The signature is written in a cursive, flowing style.

Gregory A. Sundstrom  
City Manager