



City Clerk's Office
3338 Coolidge Hwy.
Berkley, MI 48072
248-658-3300
Fax: 248-658-3301
www.berklemich.org

CITY OF BERKLEY, MICHIGAN

SNOW REMOVAL BUSINESS APPLICATION

A separate application is required for each vehicle

FEE: \$25.00

APPLICANT

Business Name _____

Business Address _____

Business Owner _____

Owner's Address _____ Phone Number _____

General Location of Snow Removal Service: _____

Parking Lots

Residential Sidewalks

Commercial Sidewalk

Alleys

Other (please describe)

INSURANCE

Business Liability Insurance Company _____

(Attach copy)

Liability Insurance: Injury or Death

per person \$1,000,000
each occurrence \$1,000,000

Property Damage

each occurrence \$ 100,000

Policy Number _____

Applicant's name: _____

Signature: _____

Date: _____



CITY OF BERKLEY MICHIGAN

SNOW REMOVAL VEHICLE APPROVAL APPLICATION

A separate application is required for each vehicle

INSPECTION FEE MUST BE PAID PRIOR TO INSPECTION. RECEIPT ATTACHED.

APPLICANT

NON-REFUNDABLE FEE: \$15.00

Business Name _____

Business Address _____

Business Owner _____

Owner's Address _____ Phone Number _____

General Location of Snow Removal Service:

Parking Lots

Alleys

Residential Driveways

Other, please describe:

Sidewalks

INSURANCE

Automobile Insurance _____

Policy Number _____

Business Liability Insurance Company _____

Policy Number _____

VEHICLE INFORMATION

Year _____ Make _____ Model _____

Color _____ License Plate _____

PUBLIC WORKS EQUIPMENT LIST/INSPECTION

EQUIPMENT	DOES WORK	DOES NOT WORK	N/A
head lights			
tail lights			
brake lights			
yellow overhead flasher			
tires			
snow brush			
snow plow			
snow broom			
salt spreader			

Referred to Public Safety for Review of:

Approved

Not Approved

Signed: _____

Dated: _____

APPROVED FOR: ___ SIDEWALKS ___ ALLEYS/DRIVEWAYS/PARKING LOTS

Public Works: _____

Date: _____

Applicant: _____

Date: _____

By signing above, I hereby affirm that I have truthfully completed this application to the best of my knowledge; that I have read the attached Berkley City Ordinances relative to snow removal; and that I agree to operate this business in accordance with all federal, state and local laws, ordinances, rules and regulations. I further affirm that all operators of snow plows for my business within the City of Berkley are properly and legally licensed as drivers as determined by the State of Michigan.

APPLICANT MUST RETURN THIS COMPLETED FORM TO THE CITY CLERK'S OFFICE FOR RECEIPT OF A VEHICLE PERMIT.



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SNOW REMOVAL LICENSE INSTRUCTIONS

1. Applicant brings completed application and inspection forms back to the Clerk's office.
2. The Equipment Inspection Form (attached to the application) must be completed and approved by the Public Works Department.

Public Works inspections are available from 7:00 am to 2:30 pm, Monday thru Friday (excluding Holidays). Call their offices to schedule an appointment. (248-658-3490)

(a) Blades may only be used on private property (private parking lots or driveways only).

(b) Blades may not be used on any city sidewalk or other city property - only brushes or brooms.

(c) ATV Vehicles:

-vehicles must have lights for use after dark

-vehicles must have an ORV plate

-same requirements on blades/brushes as other vehicles (above)

3. **Prior** to approval, the applicant must provide the City with the \$15.00 inspection fee for each vehicle (non-refundable) and:

(a) Affirm that each person operating an approved vehicle is properly and legally licensed as determined by the State of Michigan, including but not limited to a valid Michigan Driver's License.

(b) Proof of vehicle insurance

(c) Vehicle registration

(d) A certificate of business liability insurance with the City named as an additional insured, which will cover:

Liability Insurance: Injury or Death

per person \$1,000,000

each occurrence \$1,000,000

Property Damage

each occurrence \$ 100,000

(e) Insurance certificate may be faxed to us at 248-658-3301

4. Fees: \$15.00 – Fee for each vehicle inspection/plate payable with the application
\$25.00 – Snow Removal Operator Annual business license fee after approval of first vehicle and for any number of vehicles thereafter



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CODE OF ORDINANCES

AN ORDINANCE

O-14-09

of the Council of the City of Berkley, Michigan
amending Chapter 30 Businesses, Article IV Snow Removal Service,
Division 1 and Division 2
of the Berkley City Code

THE CITY OF BERKLEY ORDAINS:

SECTION 1: That Chapter 30 Businesses, Article IV Snow Removal Service of the Berkley City Code be and hereby is amended as follows:

DIVISION 1. GENERALLY

Sec. 30-126. Careful operation required.

No person shall use any mechanically driven vehicle for the removal of snow from sidewalks or other pedestrian easements in the city except in a careful manner so as to not endanger life, person or property of anyone within the city.

Sec. 30-127. Damaging sidewalks and improved easements.

No person shall use any mechanically driven vehicle for the removal of snow from sidewalks or other pedestrian easements in the city which will, by virtue of its use for such purpose, damage or tend to damage any sidewalk or improved easement in the city. The use of mechanically driven vehicles for such purpose shall be lawful only where such mechanically driven vehicles do not cause damage prohibited in this article. Plows may not be used on public sidewalks or improved easements.

DIVISION 2. LICENSE*

Sec. 30-151. Required.

No person shall engage in the business of snow removal by the use of mechanically driven vehicles without first obtaining a license therefor as provided in this article.

Sec. 30-152. Application.

Applicants for a license under this article shall file with the city, a written, sworn application provided by the city manager or his designee, signed by the applicant if an individual, by all partners if a partnership and by the president or other representative officer if a corporation showing:

- (1) The name of the person having management, control and supervision of the applicant's snow removal business or operation during the time that it is proposed that it will be carried on within the city, together with the address of such person; and
- (2) The places within the city where it is proposed to carry on the snow removal business and actual operation.

Sec. 30-153. Fees.

The application for a license under this article shall be accompanied by an inspection fee for each vehicle to be used in the removal of snow, prior to a mandatory inspection of said vehicle. Such fee shall be non-refundable. After inspection of at least one vehicle is complete, a seasonal license, permitting the use of the approved vehicle (and any subsequent inspected and approved vehicles) will be issued to the business making application to the City. Fees for the application and the seasonal license may be changed from time to time by simple resolution of the City Council.

Sec. 30-154. Bond or insurance prerequisite to issuance.

No license shall be issued under this article except upon presentation of a surety bond or liability insurance, in such form as to protect the city and any individual within the city from damage to person or property resulting from the negligent operation of the snow removal equipment or business, such bond or liability insurance, to be in the amount as presently established or as hereafter prescribed by resolution of the city council for each person and for each occurrence.

Sec. 30-155. Approval of equipment prerequisite to issuance.

No license to engage in the operation of snow removal by the use of mechanically driven vehicles shall be issued until the director of public works or his designee shall determine whether or not any of the equipment which the applicant proposes to use would be dangerous to the public or detrimental to or tend to damage streets, alleys or sidewalks in the city. No such license shall be issued until the director of public works or his designee advises the city clerk in writing that he has determined that the vehicles and equipment which the applicant proposes to use will not jeopardize the safety of any person or damage or tend to damage any street, alley or sidewalk or other property. Licenses issued under this article shall permit the use of only the equipment described in the application and license. In addition, it shall be required that any operator of any such vehicle shall be appropriately licensed to operate a vehicle under the laws of the state. No licensee shall use other equipment without first obtaining approval therefor based upon additional application fully describing such equipment which shall be submitted to the director of public works or his designee for his approval in the same manner as in the case of the original application. (Code 1981, § 14-90)

SECTION 2: That the City Council directs the City Clerk to publish a summary of this ordinance **in** compliance with Public Act 182 of 1991 and Section 6.5 of the Berkley City Charter.

Introduced on the First Reading at the Regular City Council Meeting on Monday, October 5, 2009.

Approved on the Second Reading at the Regular City Council Meeting on Monday, November 2, 2009.