



APPLICATION FOR TREE TRIMMER LICENSE

NEW LICENSE RENEWAL LICENSE APPLICATION DATE:

LICENSE FEES:

Table with 3 columns: LICENSE TYPE, NEW LICENSE FEE, RENEWAL LICENSE FEE. Rows include Tree Trimmer, Tree & Shrub Treater, Tree Trimmer & Tree and Shrub Treater, and Certified.

BUSINESS NAME:

BUSINESS ADDRESS: CITY: STATE: ZIP:

BUSINESS PHONE NUMBER:

RESPONSIBLE PERSON:

RESPONSIBLE PERSON ADDRESS: CITY: STATE: ZIP:

RESPONSIBLE PERSON PHONE NUMBER:

SIGN ON ALL VEHICLES USED IN THE OPERATION OF BUSINESS STATES THE FOLLOWING (LETTERS REQUIRED TO BE A MINIMUM OF 2" IN HEIGHT):

STATE PEST CONTROL OPERATOR (TREE & SHRUB TREATERS ONLY)

LICENSE NUMBER: EXPIRATION DATE:

CERTIFICATE OF INSURANCE:

A COPY OF THE BUSINESS'S CERTIFICATE OF LIABILITY INSURANCE MUST BE SUBMITTED WITH THE APPLICATION.

I HEREBY CERTIFY THAT THE STATEMENTS CONTAINED IN THIS APPLICATION ARE TRUE AND CORRECT AND THAT ALL BUSINESS OPERATIONS CONDUCTED UNDER SUCH LICENSE WILL BE IN COMPLIANCE WITH THE CODE OF ORDINANCES OF THE CITY OF GREAT BEND, KANSAS.

SIGNATURE OF APPLICANT: TITLE:

--CITY OFFICE USE ONLY--

APPROVED / DENIED

LICENSE #: ISSUED: EXPIRES:

CITY CLERK SIGNATURE:

CHAPTER 5.96 - TREE AND SHRUB TRIMMERS AND TREATERS

Sec. 5.96.010. - Definitions

Certified tree trimmer means a tree trimmer who has been certified by the Kansas Arborist Association.

Tree and shrub treater means any person who applies chemicals, either directly by spraying or injecting or otherwise applying to a tree or shrub or indirectly applying in the ground for absorption through the root system of a tree or shrub, for the purpose of controlling or abating any tree or plant disease, fungus, insect pest, larvae or rodent.

Tree trimmer means any person who trims or removes trees.

Sec. 5.96.020. – License

- *Required; exceptions.* No person shall engage in or carry on the business of tree trimmer or tree and shrub treater unless such person has a current license issued pursuant to this chapter and the provisions of [chapters 5.04](#) and [5.08](#). This section shall not apply to any person working at said person's own residence or established place of business or to regularly employed wage hands of such person working thereon, nor shall it apply to holders of utility franchises authorized to trim trees or shrubs therein.
- *Application.* Application for a tree trimmer or tree and shrub treater license shall be made upon a form provided by the city clerk and in accordance with the application procedures and the license fee required in the master fee schedule established pursuant to [section 3.00.010](#) and the requirements of this chapter. Such application shall disclose all information required to determine approval thereof. The completed application and all documents and fees required to be provided therewith shall be submitted to the city clerk a minimum of five days, Saturdays and Sundays excluded, prior to a regular meeting of the city council.
- *Approval.* The city clerk shall examine such application and documents and when all requirements have been provided shall submit such application to the city council at the next regular meeting for approval or disapproval thereof.
- *Issuance.* A tree trimmer or tree and shrub treater license shall be issued by the city clerk after approval thereof has been granted by the city council. Such license shall be issued in accordance with the provisions of this chapter and [chapters 5.04](#) and [5.08](#).

Sec. 5.96.025. - Emergency license

- *Emergency situation, defined.* An emergency situation exists when, because of an act of God, including, but not limited to, natural disasters, ice storms, tornadoes, windstorms, or other natural disasters, or because of other emergency situations which may occur, an immediate need exists for tree trimmers or tree and shrub treaters.
- In the event the city administrator finds that an emergency situation exists, emergency temporary licenses for tree trimmers or tree and shrub treaters may be issued by the city clerk subject to the provisions set out below.
- An application for an emergency temporary license for tree trimmer and/or tree and shrub treater shall be submitted to the city clerk on the form provided by the city clerk in accordance with application procedures and with any application set out in the master fee schedule established in accordance with [section 3.00.010](#). Such application shall disclose all information required to determine approval thereof and shall provide proof of insurance as required by [section 5.96.040](#).
- The city clerk shall have the authority to issue an emergency temporary license for tree trimmer or tree and shrub treater, which license shall be valid for a period of 60 days from the date of issuance, provided the application satisfies the requirements of the city and the city administrator shall have designated an emergency situation.

Sec. 5.96.030. - License revocation or suspension

- When written complaints are filed with the city clerk or city administrator specifying the details of any failure of a licensee to comply with the provisions of this chapter, the city administrator shall cause an investigation to be made and a written report of such investigation shall be submitted to the city council for action thereon. If the city council determines that the violations as stated in such report may be cause for revocation or suspension of such license, the city council shall set a date for hearing on such revocation or suspension and give notice, in writing, mailed not less than 15 days prior to the date set for such hearing, to the licensee at the address as shown by the records of the city. Failure of the licensee to receive such notice shall not be a condition preventing the city council from making a final decision on such revocation or suspension.

Sec. 5.96.040. - Insurance required

- General public liability insurance, which shall include contractor premises and operations and products and completed operations coverages, shall be maintained in full force and effect during the term for which the license is issued. The minimum amounts of general public liability insurance shall be not less than \$100,000.00 each occurrence for bodily injury and \$50,000.00

each occurrence for property damage, or a combined single limit of \$100,000.00. A certificate of insurance showing evidence such coverage shall be issued to the city.

Sec. 5.96.050. - State pest control operator license required

- Any tree and shrub treater licensed under the provisions of this chapter must hold a current license as a pest control operator issued under state law. A tree and shrub treater license issued pursuant to this chapter shall be automatically revoked if for any reason such state pest control operator license is no longer valid.

Sec. 5.96.060. - Methods and materials

- It is unlawful for any person licensed under the provisions of this chapter to use, in the conduct of such business, any method or material which is not suitable for the purpose for which it is employed; or use any method or material without respect to public health, safety and welfare; or to make any material misrepresentation for the purpose of defrauding any member of the public.

Sec. 5.96.070. - Performance of work

- Any person licensed under the provisions of this chapter shall perform all work in a careful and skillful manner so as not to cause injury or damage to trees or property, both public and private.

Sec. 5.96.080. - Removal of tree trunks, limbs and debris

- It shall be the duty of any person licensed under the provisions of this chapter to remove from the premises all tree trunks, limbs and debris created from the trimming or removal of any tree. Such trunks, limbs and debris shall be hauled from the premises in a manner as to prevent the spreading of debris during the transportation thereof for disposal.

Sec. 5.96.090. - Blocking of street

- When, in the interest of public safety, it is necessary for any street, alley or public way in the city to be blocked to facilitate the trimming or removal of trees, the following shall be required:
 1. Blocking of such street, alley or public way shall be allowed only during the period when trees or parts thereof will be falling into such street.
 2. Adequate barricades, cones and other warning devices shall be provided for the blocking of such street, alley or public way as required by the Manual on Uniform Traffic Control Devices for the Streets and Highways as adopted by the U.S. Department of Transportation, Federal Highway Administration.
 3. Notice shall be given to the fire department and police department of the approximate time such street, alley or public way will be blocked and notice of completion of such blocking shall also be given to the fire department and police department.
 4. Fallen trees or parts thereof, barricades, cones and other warning devices shall be immediately removed from the traveled portion of any street, alley or public way and located on the adjacent property until such time as complete removal can be accomplished.

Full Code of Ordinances for CHAPTER 5.96 - TREE AND SHRUB TRIMMERS AND TREATERS can be found under the Business page of the City of Great Bend website.

Chapter 5.04 – BUSINESS LICENSES GENERALLY

Sec. 5.04.140. - Expiration; notice to police chief

- Within 24 hours after any license has expired, the city clerk shall notify the police chief of such expiration, unless the same has been renewed.

Sec. 5.04.150. - Violation; penalty

- Any person who shall conduct or pursue any occupation, business, trade or profession for which a license is required by this chapter, without having obtained such license, shall be deemed to do so unlawfully, and for such violation, shall be deemed guilty of a misdemeanor and upon conviction or a plea of guilty, shall be punished for each offense by a fine in the amount set out in the master fee schedule established pursuant to for each offense. Each day that any business, occupation, trade or profession is

conducted without the license shall constitute a separate offense. Any person failing, neglecting or refusing to comply with any provision of this chapter shall likewise be guilty of a misdemeanor and so punishable.

- When any firm or corporation engages in any business, trade or occupation required to be licensed without first obtaining a license as required, the manager, local agent, party in charge or any employee may be arrested and charged for such violation, and either or any member of a partnership, or the party in charge of its business, shall be equally liable and subject to the penalty herein provided.

Full Code of Ordinances for Chapter 5.04 – BUSINESS LICENSES GENERALLY can be found under the Business page of the City of Great Bend website.

THE BUSINESS LICENSE YEAR IS JULY 1 – JUNE 30.

NEW LICENSES

- COUNCIL APPROVAL IS REQUIRED FOR A TREE TRIMMER LICENSE.
- COUNCIL MEETS THE FIRST AND THIRD MONDAYS OF EACH MONTH, UNLESS IT LANDS ON A HOLIDAY THE CITY OBSERVES.
- NEW LICENSE APPLICATIONS MUST BE SUBMITTED NO LATER THAN NOON ON THE MONDAY OF THE WEEK PRIOR TO THE SCHEDULED COUNCIL MEETING.
- THE NEW LICENSE FEE RATE WILL NOT BE PRORATED BASED ON APPLICATION DATE.

LICENSE RENEWALS

- RENEWAL APPLICATION PACKETS ARE MAILED OUT THE LAST FRIDAY IN MARCH & DUE THE FIRST FRIDAY IN MAY.
- A \$15.00 LATE FEE WILL BE APPLIED TO RENEWAL APPLICATIONS RECEIVED AFTER THE FIRST FRIDAY IN MAY DEADLINE.
- RENEWAL APPLICATIONS ARE APPROVED BY COUNCIL THE THIRD MONDAY IN JUNE.
- RENEWED LICENSES ARE MAILED THE SAME WEEK THEY ARE APPROVED BY COUNCIL.
- IF YOUR LICENSE LAPSES AND IS NOT RENEWED AS OF JULY 1, YOU START OVER AT THE NEW LICENSE RATE.