



COMMERCIAL RECYCLING & SALVAGE  
OPERATIONS LICENSE APPLICATION

The undersigned hereby applies to the City of Manitowoc for a COMMERCIAL RECYCLING & SALVAGE OPERATIONS LICENSE as provided in MMC § 11.145 for the period from January 1, 20\_\_\_\_ through December 31, 20\_\_\_\_.

\_\_\_\_\_  
(Legal Entity Name)

\_\_\_\_\_  
(Authorized Agent Name)

\_\_\_\_\_  
(Premises Address)

\_\_\_\_\_  
(Mailing Address, if different)

\_\_\_\_\_  
(Applicant Telephone Number)

\_\_\_\_\_  
(FEIN)

State Licenses Held (Check all that apply): First-time applicants shall attach copies of licenses held. Renewal applicants need not resubmit.

- Motor Vehicle Salvage Dealer License
- Solid Waste Collection & Transportation License
- Solid Waste Processing License

Business Operations (Check all that apply):

Junk/ Scrap

- Dealing, Storing, and/or Transporting
- Removing and/or Recycling

Valuable Metals

- Dealing, Storing, and/or Transporting
- Removing and/or Recycling

Salvage Motor Vehicles and Motor Vehicle Parts

- Dealing, Storing, and/or Transporting
- Removing and/or Recycling

Waste Tires

- Dealing, Storing, and/or Transporting
- Removing and/or Recycling

Do you use additional yard(s) for storage? If so, please provide the address(es) of all yards within the City of Manitowoc that are used for storage by Applicant.

\_\_\_\_\_  
\_\_\_\_\_

License No. \_\_\_\_\_

What are your business hours of operation?

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday & Sunday	

How many motor vehicles will be used in the business operations? \_\_\_\_\_

Provide information for each vehicle below. Each vehicle is required to apply for the **SCRAP & JUNK HAULER VEHICLE LICENSE**. The license fee for the Scrap & Junk Hauler Vehicle License is \$30.00 per vehicle.

Vehicle Make	Year & Model	WI License Number	Identification Number

**RECYCLING & SALVAGE OPERATIONS LICENSE APPLICATION CHECKLIST**

A complete Recycling & Salvage Operations License Application shall include a letter of credit in the amount of \$5,000 on a form prepared by the City Attorney from a financial institution licensed to do business in the State of Wisconsin, and payment of a license fee of \$100.

Upon application approval by City staff and Common Council, the Applicant shall supply to the City Clerk’s Office, within ten business days, proof of insurance with the following minimum limits:

- General Liability: \$1,000,000 per occurrence
- Auto Liability: \$300,000 combined single limit bodily injury and property damage

License No. \_\_\_\_\_

Environmental/ Pollution Coverage: \$1,000,000 per occurrence  
Worker's Compensation at the statutorily required limits

Additional Insured Endorsement or equivalent, naming "The City of Manitowoc"

Failure to timely submit the necessary insurance information may result in non-issuance of license.

Finally, set up a NEWPRS account. NEWPRS (North East Wisconsin Property Reporting System) is a computer database you must use to manage and store purchase information. Contact the Manitowoc Police Department Detectives Bureau (920) 686-6500 for more information and to set up your account.

#### STATEMENT GRANTING INSPECTION

By signing below, Applicant grants the Police Department, Fire Department, and any member thereof permission to inspect and search the premises to confirm compliance with this section and all applicable state laws.

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

By signing below, Applicant certifies that the information contained in this Application and supporting documentation is true and accurate as of the time of signing. Applicant agrees to comply with all applicable federal, state, and local regulations and understands that the granting of this license does not presume to give authority to violate or cancel any applicable provisions of federal, state, or local law. Applicant further agrees to notify the City Clerk if any supplied information changes. Applicant acknowledges and agrees to follow all recordkeeping, reporting and operating regulations identified in MMC § 11.145 and that copies of all records and reports shall be made available to the police department for inspection upon request.

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