

Dear Prospective Licensed Landscaper:

In 2002 the City of Highland Park initiated the landscaper license program, which requires all landscapers operating within the City to acquire a landscaper license. The landscaper license process requires that prospective licensed landscapers complete the attached landscaper license application; submit proof of automobile, business and workers' compensation insurance in the form of a Certificate of Insurance; and demonstrate that the name and contact information of the company are depicted on company vehicles (provide a photograph).

It is important that landscapers understand all City regulations relevant to landscaping companies, including but not limited to seasonal limitations on the use of gas powered leaf blowers. In an effort to ensure that landscapers are educated on relevant regulations, the following information concerning the landscaper licensing requirements is enclosed:

1. A copy of Chapter 93, Section 93.338 of the Highland Park City Code regarding the deposit of leave debris into public right-of-ways.
2. A copy of Chapter 95, Section 95.001 of the Highland Park City Code regarding the use of leaf blowers and public nuisances.
3. A copy of Chapter 102 of the Highland Park City Code requiring the licensing of lawn care professionals.

Additionally, the following items have been included with this packet to assist landscapers in properly filling out the landscaper license application:

1. An instructional guide to completing the application form
2. The landscaper license application form
3. A waiver for lawn care professionals if the company employs no more than three employees and therefore does not carry workers' compensation
4. An **EXAMPLE** of a certificate of insurance, which can be obtained by contacting the insurance provider
5. A letter dated November 12, 2008 to lawn care professionals regarding snow removal regulations
6. A letter dated November 21, 2008 to lawn care professionals regarding parking regulations

Completed applications can either be mailed or delivered in person to the following location:

**City of Highland Park
Attn: Administrative Intern
1707 St. Johns Avenue
Highland Park, IL 60035**

Please feel free to contact me regarding the licensing procedure or the leaf blower restrictions by telephone at (847) 926-1030 or by e-mail at rhelm@cityhpil.com.

Sincerely,

Renee Helm
Administrative Intern
City of Highland Park