

Dear Licensed Lawn Care Professional:

Currently, your lawn care company is licensed to work within the City of Highland Park through December 31, 2009. This letter serves to remind you that in order to remain in compliance with City Code, you must reapply for a landscaper license for 2010. The new license will become effective January 1, 2010 and will remain valid through December 31, 2010.

The City of Highland Park has instituted a new fee schedule for landscaper licenses, which includes a discounted price for those who apply for landscaper licenses on or before March 31, 2010. Beginning in 2010, the landscaper license fee will be adjusted to \$125. The discounted fee for landscapers who apply on or before March 31, 2010 is \$100.

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 leaf 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 13, 2009 to lawn care professionals regarding parking regulations
6. A letter dated November 12, 2009 to lawn care professionals regarding snow removal 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](mailto:rhelm@cityhpil.com).

Sincerely,

Renee Helm  
Administrative Intern  
City of Highland Park