

Village of New Hyde Park
**LANDSCAPE / GARDENING PERMIT
GENERAL INFORMATION**

*** Additional Information is on REVERSE side of this page. ***
Authority Village Code Section 111-5

FEES: Landscape Gardening Application Fee (Including one Vehicle or Trailer)	\$ 75.00
Each Additional Vehicle and/or Trailer	\$ 25.00 each

COVID-19 PRECAUTIONS: THERE WILL BE NO IN PERSON SUBMISSIONS OF LANDSCAPER APPLICATIONS . ALL PAPERWORK MUST BE RECEIVED BY MAIL OR DROPPED OFF IN THE VILLAGE MAIL BOX LOCATED IN VILLAGE HALL LOBBY. INCOMPLETE APPLICATIONS WILL BE MAILED BACK TO APPLICANT. ONCE APPROVED BY BOARD PERMITS WILL BE MAILED TO APPLICANT.

Issuance of a receipt for the payment of these fees does not constitute a temporary license. It is a receipt for payment of fees only.

1. Fee **MUST** be paid at time application is filed.
2. All fees are non-refundable.
3. All blanks on the Application are to be filled in. If an item is "not applicable" note as N/A. Leave No Blanks. **** PLEASE PRINT CLEARLY – INCLUDE PHONE # ****
4. All applications are subject to Village Board approval. Certain applications are issued at the discretion of the Village Clerk pending Board approval.
6. No license or permit will be issued if the applicant, business, or a principle of the corporation submitting the application has any outstanding unpaid violations due the Village.
7. **The permit issued by the Village Clerk must be prominently displayed and readily available for review by any Village designated authority OR the Nassau County Police Department.**
8. **All permits are issued on an annual basis beginning February 1st and expire January 31st of the following year. You must renew prior to the expiration of your Landscaping Permit in order to continue to operate in the Village.**

The following information is required to be submitted with the application.

Any missing information will delay the application process. **You must supply**

your own copies. Any copies that need to be made by the Village will incur a fee of \$.25 per copy.

APPLICATION REQUIREMENTS:

1. The name and address of the applicant specifying:
 - A. In case of sole proprietorship, name, address of said proprietor.
 - B. In case of unincorporated association or partnership, the name and address of each member of each partner.
 - C. In case of corporation, name and address of each office and director of the corporation and copy of filing receipt and Certificate of Incorporation for the Corporate Enterprise.
2. If applicant operates under a trade name or as a partnership or both, a copy of the trade name certificate or partnership agreement duly certified.
3. A copy of the Landscape Gardening License issued by the Nassau County Department of Consumer Affairs and (if applicable) NYS Applicator Business Registration.
4. A list of vehicles/trailers to be operated, with a copy of current registration and certificate of insurance that states make, model, year, body type, weight and capacity. **Insurance ID card for each vehicle and trailer must be provided.**
5. Proof of Liability Insurance naming Village of New Hyde Park as Certificate Holder and Workman's Comp and Disability (or CE-200 Form of Exemption).
6. A valid and current State Driver's License.

Performance of any landscaping, gardening or grounds-keeping services are prohibited on Sundays and Holidays.

**** Hours of any such services are limited to:
Monday thru Saturday- 7:00AM – 8:00PM**

Regulations and Restrictions for Landscape Gardening Permit Holders Pursuant to Village Code, NY State & Nassau County Laws

Please be advised that non-compliance with these regulations and restrictions will subject the Permit Holder to a Summons and/or Suspension of the landscape permit.

PURSUANT TO SECTION 111-7 OF THE VILLAGE CODE:

No person, whether or not licensed, required to be licensed or otherwise exempt from licensure under the provisions of this chapter, shall:

- A. Use any gas, diesel, electric or other machine or device which emits noise and fumes in the performance of any landscaping, gardening or grounds-keeping services unless such device is affixed with a muffler and exhaust emissions control device manufactured and originally installed on such machine or device by the manufacturer or distributor of such equipment.
- B. Use any air blower or similar device to move, scatter, gather, disperse or place dirt, soil, plant waste, lawn or grass clippings, litter, debris or other refuse of any kind in, on or upon any public street, sidewalk or other public place or in or upon the private lands or private property of any person without the prior authorization and consent of the governing authority or the owner of such private lands or property; and in any such event, all such materials shall immediately be gathered and place in sealed receptacles designed and

intended to hold the same and removed and disposed of at the cost and expense of the person performing such services or activity.

PURSUANT TO SECTION 161-6 OF THE VILLAGE CODE:
IT IS THE RESPONSIBILITY OF THE PERMIT HOLDER FOR THE REMOVAL AND DISPOSAL OF ALL GRASS AND YARD CLIPPINGS, TREE BRANCHES, STUMPS AND ALL OTHER DEBRIS GENERATED BY THE LANDSCAPE/ GARDENING OPERATION

Pursuant to enactment of the New York State and Nassau County Law regarding 48- hour Pesticide Application Notification, the Village will seek to enforce all requirements of this legislation.

**Village of New Hyde Park
LANDSCAPE/ GARDENING PERMIT APPLICATION
*** VEHICLE LIST *****



LANDSCAPE/ GARDENING APPLICANT

NAME: _____

COMPANY NAME: _____

DATE: _____

OFFICE USE ONLY
PLEASE LEAVE BLANK

YEAR	MAKE	MODEL	PLATE NUMBER	PERMIT#

Village of New Hyde Park
LANDSCAPE / GARDENING PERMIT APPLICATION

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DATE: _____ NEW ISSUE OR RENEWAL _____

APPLICANT NAME: _____

BUSINESS NAME : _____

BUSINESS ADDRESS : _____

CITY, STATE, ZIP CODE: _____

BUSINESS PHONE: _____ 24 HOUR CONTACT NUMBER _____

RELATIONSHIP OF APPLICANT TO BUSINESS: _____

LENGTH OF TIME AND DURATION OF EXPERIENCE IN THE LANDSCAPE/
GARDENING BUSINESS : _____

NUMBER OF VEHICLES/TRAILERS _____

COMPLETE ATTACHED LISTS OF VEHICLES/TRAILERS ON OTHER
SIDE:

Must provide a copy of registration and insurance card for each vehicle/trailer.

DAYS AND HOURS OF
OPERATION: _____

NASSAU COUNTY DEPARTMENT OF CONSUMER AFFAIRS LICENSE:

DATE OF ISSUE: _____ EXPIRATION: _____ NUMBER: _____

**DO YOU APPLY PESTICIDES? YES ___ NO ___

**IF YES, PLEASE PROVIDE NY STATE PESTICIDE APPLICATOR BUSINESS
REGISTRATION: DATE OF ISSUE _____ EXPIRATION _____ REG# _____

IF A CORPORATION, NAME AND ADDRESS OF PRINCIPLE OFFICERS:

DATE OF INCORPORATION: _____

PRESIDENT: _____ ADDRESS: _____

SIGNATURE OF APPLICANT: _____

Signature of applicant attests to agreement with terms and conditions of this application.

EMAIL OF APPLICANT: _____

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OFFICE USE ONLY

Violation File Checked: _____ Documentation Required Received : _____

Fee Paid: _____ Date Board Approved: _____ Permit#: _____

Date Issued : _____ Application Received By: _____ Issued By: _____