



Environmental Resources
2122 Campus Drive SE, Suite 200
Rochester MN 55904
507-328-7070

Date: October 1, 2024
To: Olmsted County Class D Solid Waste License Applicants
From: Alex Kromminga, Solid Waste Assurance Coordinator
Re: [2025 Class D Solid Waste Hauler License Application](#)

We are pleased to provide you with the application for the **Class D Solid Waste Hauler License** in Olmsted County for the upcoming licensing period of **January 1, 2025, through December 1, 2025**. A Class D License is required for individuals or businesses that offer **collection and transportation of bulky items and solid waste** as a **secondary service** to a primary service such as labor or general site cleanup.

Applications are accepted year-round. After December 1, applicants must request an application packet by contacting the Solid Waste Assurance Coordinator. Please note that the **full licensing fee is required** regardless of the application date.

Unlimited Class D Licenses

Please note that there is **no limit** to the number of Class D Licenses issued by Olmsted County. This license is specifically designed for those whose waste hauling services are secondary to their primary business operations, such as site cleanups or labor services.

Class D and Class C License Restrictions

It is important to note that **no individual or business** may hold both a **Class D License** and a **Class C License** simultaneously. If a Class D License holder wishes to also operate under a Class C License, a **separate business entity** must be created to hold the Class C License.

Application Process

To apply for a Class D License for 2025, please submit your completed application along with the required documentation and **\$300 licensing fee** by **December 1, 2024**. Applications received after this date will not be processed for the 2025 licensing period.

We encourage you to carefully review all application requirements to ensure accuracy and compliance. If you have any questions or need assistance with the application process, feel free to contact us at **507-328-7070**.

Thank you for your commitment to maintaining clean and safe environments in Olmsted County. We appreciate your service and look forward to continuing our partnership.



SOLID WASTE HAULER LICENSE APPLICATION

APPLICATIONS ARE DUE ON OR BEFORE DECEMBER 1, 2024

Class D Solid Waste Hauler License

- ☐ New License
☐ Renewal License

Solid Waste Designation Ordinance Statement:

[Solid Waste Designation Ordinance](#)

Except as otherwise provided within the Solid Waste Designation Ordinance all Persons must deliver, or cause to be delivered, all quantities of Designated Waste generated within the geographic boundaries of Olmsted County to the applicable Designated Point of Delivery, and may not be delivered to any other site.

- ☐ **Have reviewed and have a clear understanding of Olmsted County's Designation Ordinance**

Solid Waste Management Statement:

[Solid Waste Management Ordinance](#)

No person may collect, transport, or dispose of any solid waste, including Mixed Municipal Solid Waste, Industrial Waste, Source-Separated Organic Materials, or Bulky Items, belonging to another person in Olmsted County without first obtaining an appropriate Solid Waste License from the County, in accordance with the County's Solid Waste Management Ordinance.

- ☐ **Have reviewed and have a clear understanding of Olmsted County's Solid Waste Management Ordinance**

Class D License Application Statement

In accordance with Olmsted County's Solid Waste Management Ordinance, any person or entity providing collection and transportation of bulky items and solid waste as a secondary service, accompanying a primary service of labor or general site cleanup, is required to obtain a Class D License. There is no limitation on the number of Class D Licenses issued by the County.

Please note the following restrictions for Class D License holders:

- Class D licensed haulers are limited to providing collection and transportation of bulky items and solid waste as a secondary service. Their primary service must remain labor or general site cleanup services.
- Class D haulers **cannot** provide curbside solid waste collection, nor can they drop off containers or trailers for waste generators to fill (i.e. dumpster service).
- A Class D License holder is prohibited from holding a Class C License within the same business entity. Should a Class D License holder wish to operate under a Class C License, they must establish a separate business entity for that purpose, as per the County's Solid Waste Management Ordinance, Section 3504.02 Subsection 4. Class A License Requirements for Commercial Haulers in Olmsted County

Application Process

The County accepts Class D License applications annually from **October 1 to December 1** for licenses issued the following year. After the December 1 deadline, applications may still be submitted throughout the year by contacting the Solid Waste Assurance Coordinator to request an application packet. If an unlicensed hauler acquires a licensed hauler, the buyer must submit a new license application before the transfer of ownership is completed.

Applicant Information

Legal Company Name	Business Name/DBA		
Name (Last, First, MI)	Owner Partner Local Manager <i>*Applicant must be at least a managerial level employee with control over or responsibility for the hauling operation or an owner, officer, director, or majority and controlling shareholder, partner, sole proprietor, or governmental entity – per Section 3504.06 of Solid Waste Management Ordinance.</i>		
Local Address	City	State	Zip Code
Company Address	City	State	Zip Code
E-mail Address	Cell Phone Number	Business Telephone Number	
<u>Minnesota Sales Tax ID Number or SS#</u> Required			
Type of Ownership: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation <input type="checkbox"/> LLC	Date of Incorporation	State of Incorporation
Is this business publicly traded? <input type="checkbox"/> Yes <input type="checkbox"/> No	Proposed Opening Date:		

Owners

Ownership: Owners, Majority and Controlling Shareholders, Partners, Officers, and Directors. Attach additional sheets as needed			
Full Name: Last, First, Middle			Telephone
Email Address			
Title			
Full Name: Last, First, Middle			Telephone
Email Address			
Title			
Full Name: Last, First, Middle			Telephone
Email Address			
Title			

Type of service, waste and area

Type of service: Please select the appropriate box

☐ Commercial & Residential ☐ Residential Only ☐ Commercial Only

Types of solid waste to be collected & transported (defined by [MN Statute 115A.03](#)) Check all that apply:

☐ Bulky Items (Designated to Olmsted County SW Disposal Facilities if **not recycled or reused**)

☐ Mixed Municipal Solid Waste (Designated to Olmsted County-owned SW Disposal Facilities)

☐ Recyclable Materials

Olmsted County Service area: Please mark the checkbox to indicate that you understand the service area.

Townships:

[New Haven, Oronoco, Farmington, Kalmar, Cascade, Haverhill, Viola, Quincy, Salem, Rochester, Marion, Eyota, Dover, Rock Dell, High Forest, Pleasant Grove, Orion, and Elmira](#)

Cities/Towns:

[Rochester, Byron, Oronoco, Stewartville, Eyota, Dover, portions of Chatfield & Pine Island](#)

☐ Have reviewed and have a clear understanding of Olmsted County's designated service area



Hauling information

Olmsted County-owned SW Disposal Facilities:

Recycling Center Plus (OCRC+)

305 Energy Parkway NE, Rochester, MN 55906

Facility hours: Tuesday - Saturday, 8 a.m. - 4:30 p.m.

Kalmar Landfill

7401 19th Street NW, Rochester, MN 55901

Landfill hours: Monday - Friday, 8:30 a.m. - 3:30 p.m.

Olmsted County Contracted Facility:

LRS Stewartville Transfer Station

943 2nd Ave SW

Stewartville, MN 55976

Facility hours: Monday - Friday, 8 a.m. - 4:30 p.m.

☐ I have reviewed and clearly understand that the disposal of Mixed Municipal Solid Waste from Olmsted County is restricted to the disposal facilities listed above.

Vehicles and Equipment Information

Provide the location(s) (addresses) where (trailers/roll-off boxes, etc.) will be stored:

Type	Primary Storage Location	Secondary Storage Location
Vehicles		
Equipment		

Vehicles and Equipment Reporting

☐ Check this box if a vehicle report has been provided by Olmsted County.

☐ Check this box to confirm that you have thoroughly reviewed the vehicle listing report, updated any missing information, and marked vehicles or equipment that are no longer in use or ownership. This ensures the listing is accurate and complete. Attach the updated equipment listing to this application. If there are additional vehicles or equipment not included in the original report, please add them to the updated Vehicle/Equipment Listing or attach a separate list

☐ Check this box if a vehicle listing report **was not** provided with this application. Complete the Vehicle/Equipment Listing below for all vehicles and equipment intended for hauling operations in Olmsted County. If additional space is required, attach a separate vehicle/equipment listing that includes all the requested information.

☐ By checking this box, you acknowledge that **all equipment used** in your operations must display a valid Olmsted County sticker.

Vehicle Inspection Reports

Provide the **most** recent annual Commercial Vehicle Inspection Reports for each vehicle required to have them.

Check one and complete:

☐ Commercial Vehicle Inspection Reports have been provided with the application form.

☐ I don't have Commercial Vehicle Inspection Reports for my vehicles because:
(explain) _____

Employer Sign-Off Form

To minimize accidents and raise awareness of hazards at the OWEF tipping floor and Kalmar Landfill, Olmsted County has developed informative documents for each County-owned solid waste management facility, available at [Required Safety Information for Drivers - Solid Waste Facility Information](#). These resources are intended to educate employees about the specific hazards at these sites. As part of the application process, we request that management personnel complete the attached form to confirm that safety information has been communicated to their staff regarding these site hazards and responsibilities.

- ☐ Confirm that the Employer Sign-off Form has been signed and is included with the application.
- ☐ Confirm that the "OCRC+ Facility Information" packet will be reviewed with drivers and staff before they access the facility.
- ☐ Confirm that the "Kalmar Landfill Facility Information" packet will be reviewed with drivers and staff before they access the Kalmar Landfill.

MN Department of Revenue SWMT-10 Form

For Minnesota Solid Waste Management Tax (SWMT) purposes, Class D licensed haulers are classified as self-haulers and are required to pay the SWMT at the gate of any solid waste management facility. When disposing of solid waste at Olmsted County-owned facilities, the SWMT will be automatically added to the Class D licensed hauler's disposal ticket.

If, for any reason, the SWMT is not initially charged, Olmsted County will issue a separate invoice to the Class D licensed hauler for the recalculated tax amount, with payment due within 30 days of the original disposal ticket date.

- ☐ By checking this box, your company acknowledges and understands the SWMT payment requirements for Class D licensed haulers.

Olmsted County Environmental Service Charge

For Olmsted County Environmental Service Charge (Service Charge) purposes, Class D licensed haulers are considered self-haulers and are required to pay the Service Charge at the gate of any solid waste management facility. When disposing of solid waste at Olmsted County-owned facilities, the Service Charge will be applied to the Class D licensed hauler's disposal ticket.

If the Service Charge is not initially applied, Olmsted County will issue a separate invoice to the Class D licensed hauler for the recalculated amount, with payment due within 30 days of the original disposal ticket.

- ☐ By checking this box, your company acknowledges and understands the Olmsted County Environmental Service Charge payment requirements for Class D licensed haulers.

Solid Waste Credit Account and Tipping Fees

Olmsted County's Solid Waste Credit Policy requires Licensed Haulers to maintain a credit account for disposal charges, unless their credit account has been denied or revoked, in which case they must pay at the time of disposal. Tipping fees are assessed at the moment of disposal at County-owned facilities and recorded on a disposal ticket. If the scale operator encodes the tipping fee incorrectly or the charged amount is wrong, the County will correct the disposal ticket with the accurate code and charge amount. For Licensed Haulers with a credit account, any adjustments to the amount owed will be reflected in the subsequent monthly statement. Cash customers will have corrections made within **30 days** of the initial disposal ticket, with payments following the guidelines in the Solid Waste Credit Policy, a copy of which is attached to this application.

- ☐ Please check the box to confirm that your company understands the payment requirements for the Olmsted County Solid Waste Credit Account.

Workers Compensation

Workers' Compensation Company

Policy Number

Dates of Coverage

-----Or-----

I certify that I am not required to carry workers compensation insurance because ☐ I am self-insured. ☐ I am the sole proprietor, and I have no employees. ☐ I have no employees who are covered by workers compensation law. Only employees who are specifically exempted by statute are not covered by the workers compensation law. These include spouse, parents, and children regardless of age. All other workers whose work is controllable by the employer must be covered.

Insurance Coverage

Licensed Commercial Haulers must provide proof of insurance coverage for the types and minimum amounts specified below. Please check the boxes to confirm that the required documentation is included with your application.

☐ General Liability: Comprehensive general liability insurance, including:

- ☐ Premises – Operations
- ☐ Independent Contractor's Protective
- ☐ Products and Completed Operations
- ☐ Broad Form Property Damage
- ☐ Bodily Injury and Property Damage (Combined Limit): Minimum of \$500,000 per claim and \$1,500,000 aggregate for multiple claims arising out of a single occurrence
- ☐ Personal Injury: Minimum of \$500,000 per claim and \$1,500,000 aggregate for multiple claims arising out of a single occurrence

☐ Comprehensive Automobile Liability: For Bodily Injury and Property Damage (Combined Limit): Minimum of \$500,000 per claim and \$1,500,000 aggregate for multiple claims arising from a single occurrence, covering:

- ☐ Owned vehicles
- ☐ Non-owned vehicles
- ☐ Hired vehicles

Certificate of Insurance

A Certificate of Insurance, valid for the year **2025**, must be submitted along with the license application. The certificate must explicitly detail the following coverages:

Insurance policy will not be modified or canceled except upon **thirty (30) days** prior written notice to the County's agent.

Olmsted County must be named as an additional insured as required by the written contract on the policy.

Certificate Holder shall be Olmsted County, 2122 Campus Dr. SE, Rochester, MN 55904.

Licensing Fee

The application due date for the following year's license is December 1. The total fee for a Class D license is **\$300 per year** and must be received before the application is reviewed.

For Office Use Only

☐ Payment received

Signature

I, (print name) _____, hereby affirm to the best of my knowledge the accuracy of the information provided in this application. I commit to adhering to all federal, state, and local laws and regulations related to collecting, transporting, and disposing of the specific types of Solid Waste within my purview. I am aware that any failure to comply with these regulations may result in suspending or revoking my Hauler's license, thereby impacting my ability to operate as a Licensed Hauler in Olmsted County. I certify or declare under penalty of perjury under the laws of the State of Minnesota that the information on this application, checklist, and attached documents is true and correct. All information is subject to verification by the State of Minnesota and Olmsted County. I understand that false information may result in the denial, suspension, or revocation of my solid waste hauler's license.

Signature: _____

Title: _____

Date: _____

Vehicle Information

Name of Company: _____

	Make	Model	Year	VIN	License Plate	Company Vehicle Number	MN Dot Inspection Report
1							<input type="checkbox"/>
2							<input type="checkbox"/>
3							<input type="checkbox"/>
4							<input type="checkbox"/>
5							<input type="checkbox"/>
6							<input type="checkbox"/>
7							<input type="checkbox"/>
8							<input type="checkbox"/>
9							<input type="checkbox"/>
10							<input type="checkbox"/>
11							<input type="checkbox"/>
12							<input type="checkbox"/>

ACORD® CERTIFICATE OF INSURANCE

ISSUE DATE (MM/DD/YY):

PRODUCER

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

COMPANIES AFFORDING COVERAGE

COMPANY **A**COMPANY **B**COMPANY **C**COMPANY **D**COMPANY **E**COMPANY **F**

INSURED

Insured name should be the same as shown on the Acceptable Waste Delivery Agreement and SW License application

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN ARE SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO. LTR.	TYPE OF INSURANCE	POLICY NUMBER	EFFECTIVE DATE	EXPIRATION DATE	LIMITS
	GENERAL LIABILITY				GENERAL AGGREGATE \$
<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY				PRODUCTS-COMP/OP AGG. \$
	CLAIMS MADE <input checked="" type="checkbox"/> OCCUR.				PERSONAL & ADV. INJURY \$
	OWNER'S & CONTRACTORS PROT.				EACH OCCURRENCE \$
					FIRE DAMAGE (Any One Fire) \$
					MEDICAL EXP. (Any One Person) \$
	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT \$
	ANY AUTOMOBILE				
	ALL OWNED AUTOMOBILES				
	SCHEDULED AUTOMOBILES				
	HIRED AUTOMOBILES				
	NON-OWNED AUTOMOBILES				
	GARAGE LIABILITY				
	EXCESS LIABILITY				EACH OCCURRENCE \$
	UMBRELLA FORM				AGGREGATE \$
	OTHER THAN UMBRELLA FORM				
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WORKERS COMP LIMITS
					STATE LIMIT \$
					POLICY LIMIT \$
					PER EMPLOYEE \$
	OTHER				

Gen. Liability minimums:
\$500,000 per occurrence
\$1,500,000 per aggregate.

SAMPLE

Auto Liability minimums:
\$500,000 per occurrence
\$1,500,000 per aggregate.

Work Comp/Employer's Liability: In accordance with State of MN requirements

Name Olmsted County as additional insured, indicating nature of the project.

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS:

Olmsted County is named as additional insured (except for Workers' Comp/EL) where and to the extent required by written contract.

CERTIFICATE HOLDER

Olmsted County
2122 Campus Dr SE #200
Rochester, MN 55904

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL **30** DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE:

Name Olmsted County as Certificate Holder

30 day minimum

Olmsted County Environmental Resources
2122 Campus Dr SE #200
Rochester, MN 55904

RE: Employer Training Declaration regarding OWEF Tipping Floor Access Policy

To Olmsted County:

As part of the requirements of the Olmsted Waste to Energy Facility (OWEF) Tipping Floor Access policy, this certification is being provided to you.

As an employer, we understand we are required by Minnesota Statute 182.653 to provide our employees with training, personal protective equipment, and any other hazard controls to allow our employees to work safely. As users of Olmsted County solid waste facilities, we understand Olmsted County has the duty to provide information to our company about the hazards associated with their solid waste facilities, any necessary controls to the hazards, and procedures to mitigate them. This information has been provided by Olmsted County to us to fulfill our duty to train and equip our own employees, contractors, or subcontractors. Olmsted County has provided our company with the current electronic-format informational materials that outline safe tipping floor procedures, required personal protective equipment, and the safety equipment installed at the OWEF facility. This material will be used in our safety training for our employees (including new employees) who may have access to the OWEF tipping floor and, if applicable, will be provided to our contractors or subcontractors who may need access to the OWEF tipping floor on our behalf.

I also certify that all drivers who collect and deliver Solid Waste to Olmsted Facilities have been trained on procedures for declaring the origin of all Solid Waste delivered to the Facilities.

Signature: Title: Date:
Printed name:
Company Name:

Employer Sign-off Form