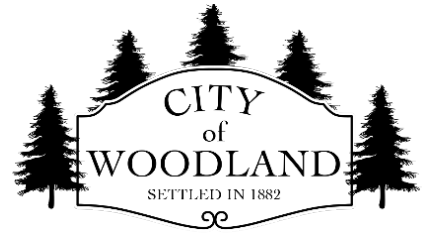


City of Woodland

Tree Service License Application - 2026



Company Name _____

Contact Person _____

Address _____

City _____ State _____ Zip _____

Office Phone _____ Email _____

On-site Project Contact _____ Cell Phone _____

MN Business or Individual (SSN) Tax ID Number _____

MN Dept. of Agriculture Registration Number _____

| | |
|---|--------------------------|
| I have read, understand, and have a copy of Woodland City Ordinance 900.19, Tree Removal and Vegetation Maintenance. | initials |
| I understand that any contractor or agent who may have assisted in violating this ordinance, shall be guilty of a separate offense. All such violations which are of a continuing nature shall constitute a separate offense for each day of such continuance, and each tree removed shall constitute a separate offense. Any person violating any provision of this ordinance, upon conviction, shall be guilty of a misdemeanor. | initials |
| Before beginning any work, I will ensure that my client has obtained a tree removal and vegetation alteration permit. | initials |
| The Minnesota Workers' Compensation Certification of Compliance Form is completed (on back). | <input type="checkbox"/> |
| Our company's Insurance Certificate naming Woodland as insured is attached (minimum \$500,000 injury or death and \$100,000 property damage policies). | <input type="checkbox"/> |
| The license fee of \$70.00 (\$50.00 + \$20.00 Administrative Fee) has been paid with a check to the City of Woodland. | <input type="checkbox"/> |

I/We hereby make application for a license to operate and engage in the business of trimming and tree removal in the City of Woodland. I/We hereby agree to operate in accordance with the laws of the State of Minnesota and all Woodland City ordinances. The foregoing statements are true and correct to the best of my knowledge and belief.

Company Owner's Name (print) _____

Company Owner's Signature _____ Date _____

Construction Codes and Licensing Division
Licensing and Certification Services
443 Lafayette Road North
PO Box 64217
St. Paul, MN 55155



E-mail: dli.license@state.mn.us
Website: www.dli.mn.gov
Phone: (651) 284-5034

Certificate of Compliance Minnesota Workers' Compensation Law

This form must be completed by the business license applicant.

Print in ink or type

Minnesota Statutes § 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minn. Stat. chapter 176. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

A valid workers' compensation policy must be kept in effect at all times by employers as required by law.

| | | |
|---|---------------------------|----------------------------|
| License or certificate number (if applicable) | Business telephone number | Alternate telephone number |
|---|---------------------------|----------------------------|

| |
|--|
| Business name (Provide the legal name of the business entity. If the business is a sole proprietor or partnership, provide the owner's name(s), for example John Doe, or John Doe and Jane Doe.) |
|--|

| |
|---|
| DBA ("doing business as" or "also known as" an assumed name), if applicable |
|---|

| | | | |
|---|------|-------|----------|
| Business address (must be physical street address, no P.O. boxes) | City | State | ZIP code |
|---|------|-------|----------|

| | |
|--------|---------------|
| County | Email address |
|--------|---------------|

You must complete number 1 or 2 below.

Note: You must resubmit this form to the authority issuing your license if any of the information you have provided changes.

1. ☐ **I have a workers' compensation insurance policy.**

| |
|--|
| Insurance company name (not the insurance agent) |
|--|

| | | |
|---------------|----------------|-----------------|
| Policy number | Effective date | Expiration date |
|---------------|----------------|-----------------|

☐ **I am self-insured for workers' compensation.** (Attach a copy of the authorization to self-insure from the Minnesota Department of Commerce.)

2. **I am not required to have workers' compensation insurance because:**

- ☐ I only use independent contractors and do not have employees. (See [Minn. Stat. § 176.043](#) for trucking and messenger courier industries; [Minn. Stat. § 181.723, subd. 4](#), for building construction; and [Minnesota Rules chapter 5224](#) for other industries.)
- ☐ I do not use independent contractors and have no employees. (See [Minn. Stat. § 176.011, subd. 9](#), for the definition of an employee.)
- ☐ I use independent contractors and I have employees who are not required to be covered by the workers' compensation law. (Explain below.)
- ☐ I only have employees who are not required to be covered by the workers' compensation law. (Explain below.) (See [Minn. Stat. § 176.041](#) for a list of excluded employees.)

| |
|---|
| Explain why your employees are not required to be covered |
|---|

I certify the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify I am authorized to sign on behalf of the business.

Print name

| | | |
|--------------------------------|-------|------|
| Applicant signature (required) | Title | Date |
|--------------------------------|-------|------|

If you have questions about completing this form or to request this form in Braille, large print or audio.

Certificate of Compliance MN Workers' Compensation Law 4.20.2023

WOODLAND CITY ORDINANCES

Provide to your Crews and Keep in your Records as Reference

900.19 Tree Removal and Vegetation Maintenance and Alterations.

Subd. 1. Purpose.

The City finds that it has been established that trees and other vegetation stabilize the soil and control water pollution by preventing soil erosion and flooding, reduce air pollution, temper noise, and provide a natural habitat for wildlife. Indiscriminate removal of trees and clearing of vegetation cause deprivation of these benefits and that it is in the interests of the City and its residents to prevent the indiscriminate removal of trees and clearing of vegetation.

Subd. 2. Activities Requiring a Permit.

No person shall engage in any of the following activities without first obtaining a Vegetation Alteration permit:

- (a) intensive vegetation clearing
- (b) the removal of any tree having a diameter of more than six inches.
- (c) tree and vegetation removal necessary for the construction of structures and public utilities and the construction of roads and parking areas otherwise complying with the applicable provisions of the Code; provided that any trees removed as a result of such construction shall be replaced as provided in Subd. 6 of this Section.

Subd. 3. Permit. Prior to engaging in any activity that requires a permit under Subd. 2 of this Section, an application shall be submitted to the Zoning Administrator for a Vegetation Alteration permit, which shall remain valid for eight (8) months from the date of issuance, for such activity. The application shall include a landscape plan prepared by a landscape architect or nursery designer and shall include the following information, unless waived by the Zoning Administrator:

- (a) A scale drawing based upon a survey of property lines showing location, species and size of all Significant and Landmark trees on the property.
- (b) Identify the Significant and Landmark trees proposed to be removed.
- (c) Identify the protection measures that will be used to protect the preserved trees during grading and construction.
- (d) Location, species and size of the required replacement trees.

Subd. 4. Fertilizers and Pesticides. Fertilizers and pesticides must be used in such a manner as to minimize run off into shore impact zones and public waters by use of earth, vegetation or both.

Subd. 5. Tree Preservation and Replacement.

- (a) the following trees are protected, and shall be preserved and maintained according to the standards of this Section:
 - (1) Significant trees, which are any tree (except Boxelder, Buckthorn, Willow, Cottonwood, Green Ash, Siberian Elm, and Prickly Ash) with a diameter at breast height (DBH) of six (6) inches or more.

- (2) Landmark trees, which are any tree (except Boxelder, Buckthorn, Willow, Cottonwood, Green Ash, Siberian Elm, and Prickly Ash) with a diameter at breast height (DBH) of 30 inches or more.
- (b) no significant or landmark tree shall be removed unless a Vegetation Alteration permit is issued by the Zoning Administrator pursuant to Subd. 3 of this Section and replaced according to the standards below:
 - (1) Significant trees shall be replaced at a ratio of one (1) tree for every significant tree removed.
 - (2) Landmark trees shall be replaced at a ratio of two (2) trees for every landmark tree removed.
 - (3) Replacement trees shall be of a species similar to the trees to be replaced and shall be no less than the following sizes:
 - (i) Deciduous trees – no less than four (4) caliper inches
 - (ii) Coniferous trees – no less than 10 feet high
 - (4) Replacement trees for Significant and Landmark trees removed within 75 feet of Lake Minnetonka shall be planted within 75 feet of Lake Minnetonka.
 - (5) Replacement trees shall be planted no later than the first fall or spring following the removal of the tree to be replaced or by such later date agreed to by the Zoning Administrator if planting during such period would not be in conformance with accepted tree management practices.
 - (6) Any replacement tree that is not alive or healthy one year after the date of planting shall be removed and a new healthy tree of the same size and species planted in its place. Planting shall occur no later than the first fall or spring following the expiration of such year.
- (c) Removal of trees that are dead, diseased or pose an immediate threat to life or property are exempt from the replacement requirements of this Section.

Subd. 6. Tree Preservation on Steep Slopes

- (a) Clear cutting is prohibited, except for invasive species.
- (b) Limited trimming and pruning of vegetation for the creation and maintenance of views is allowed in accordance with the pruning standards of the American National Standards Institute's (ANSI) A300 standards
- (c) prior to removing a significant or landmark tree, a report shall be submitted by a professional engineer or certified arborist (or landscape architect) that demonstrates the removal of the significant or landmark tree will not destabilize the steep slope based on the soil, slope stability and hydrologic conditions.
- (d) replacement ratio of significant or landmark trees shall be .5 replacement inches for each 1 inch removed. Replacement trees shall be between 0.5 and 1.5 inch caliper and shall be planted in the steep slope area where the significant or landmark tree(s) were removed.

Subd. 7. Tree Protection Specifications.

The following tree protection specifications should be followed to the maximum extent feasible for all projects with protected existing trees.

- (a) No clearing shall be allowed on a site until approval of a Vegetation Alteration permit;
- (b) An area of prohibited disturbance, generally corresponding to the dripline of the protected tree shall be protected during construction with a temporary five-foot-high chain link or plastic net fence. The fencing shall be installed prior to issuance of development permits for the site;

Subd 8. Landscaping Within Public Right-of-Way.

All landscaping that is located within public right-of-way shall be maintained by the abutting property owner. The abutting property owner shall be responsible for removal of any tree or limb that is deemed hazardous to the public.

Subd. 9. Shade Tree Disease Program.

It is the intention of the City to conduct a program of shade tree disease control pursuant to authority granted by Minnesota Statutes, Section 18.023. This program is directed specifically at the control and elimination within the City of Dutch elm disease fungus, elm bark beetles, emerald ash borer, and of oak wilt fungus.

- (a) The City shall have the right to order or cause the removal of any trees that are dead or diseased on private property within the city, when such trees constitute a hazard to life and property, or harbor insects or disease which constitute a potential threat to other trees within the city.
- (b) Unless such trees pose immediate hazard to public safety, the owner of such trees will be ordered, in writing, to remove said trees, stating the reason for removal and the location of said tree or trees to be removed. Removal shall be done by said owners at the owner's expense within (30) days after the date of the order to remove or a time parameter placed by the Zoning Administrator in consideration of the time of year or protection against spread of disease. In the event the owner fails to comply with such order to remove, or if public safety considerations require immediate removal, the City shall then proceed to remove said tree or trees, and to charge removal costs to the owner of the property as provided by law in the case of special assessments.

Subd. 10. Fines. Any builder, contractor or agent who may have intentionally assisted in the commission of any such violation, shall be guilty of a separate offense. All such violations which are of a continuing nature shall constitute a separate offense for each day of such continuance, and each tree removed shall constitute a separate offense. Any person violating any provision of this Section, upon conviction, will be guilty of a misdemeanor.

Subd. 11. Enforcement. The Zoning Administrator is hereby charged with the responsibility for the enforcement of this Section and may serve notice to any person in violation thereof or institute legal proceedings as may be required, and the City Attorney is hereby authorized to institute appropriate proceedings to that end.

Subd. 12. Appeals. A person aggrieved by the administration of this Section may have thirty (30) days to appeal by petitioning the Zoning Administrator in writing. The Zoning Administrator will consult the City Council at its next scheduled meeting.