



**Collection and Transportation Services
Permit Application**

**Department of Environmental Services
Industrial Pretreatment Program**

1100 S. Mayhill Rd.
Denton, TX 76208
(940) 349-8619

www.cityofdenton.com

Permit #: _____

Date Received: _____

Permit Type (choose all that apply)	
<input type="checkbox"/> Special Waste <input type="checkbox"/> Asbestos Waste <input type="checkbox"/> Grease and Grit Trap Waste <input type="checkbox"/> Hazardous Waste <input type="checkbox"/> Medical Waste <input type="checkbox"/> Other (specify): _____	<input type="checkbox"/> Recyclables (non-Residential only) <input type="checkbox"/> Metals <input type="checkbox"/> Used Oil <input type="checkbox"/> Waste Cooking Oil <input type="checkbox"/> Mixed Recyclables (paper, plastic, etc.) <input type="checkbox"/> Other (specify): _____

Sec 24-2 - Special waste means any commercial or residential garbage, trash, rubbish, hazardous waste, infectious waste, or other solid waste that because of its quantity, concentration, physical or chemical characteristics or biological properties is not collectable by the city's solid waste department.

Applicant			
Applicant		Applicant Title	
Business Name		Phone Number	Email
Business Physical Address		City	State Zip
Business Mailing Address <input type="checkbox"/> check if same as above		City	State Zip
Federal Tax ID (EIN)	TCEQ Reference Number (RN)	TCEQ Customer Number (CN)	
Email	Applicant Signature		
Authorized Representative	Representative Signature		

Final Disposal, Processor, Transfer or Storage Site			
Business Name (Site 1)		Phone Number	TCEQ Permit #
Business Mailing Address		City	State Zip
Business Contact Name	Email	Business Contact Job Title	
Business Name (Site 2)		Phone Number	TCEQ Permit #
Business Mailing Address		City	State Zip
Business Contact Name	Email	Business Contact Job Title	
Business Name (Site 3)		Phone Number	TCEQ Permit #
Business Mailing Address		City	State Zip
Business Contact Name	Email	Business Contact Job Title	

Vehicle Information					
Year	Make	Model	State	Plate #	VIN

Permit Applicant's Business Service Information* (use additional sheets as necessary)			
Will any container(s) be placed in the right-of-way (ROW)? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Business Name	Business Street Address	Container Size	Container Qty
* For proprietary information, provide the above information on a separate attachment, and title it "Proprietary Information no subject to the Open Records Act."			



AGREEMENT

City of Denton

Collection and Transportation Services Permit

January 1, 2023 through December 31, 2023

Table of Contents

GENERAL.....	2
1.1 Permit Required.....	2
1.2 A Permit is Not a Franchise	2
1.3 Historical Document Submission Required	3
REQUIREMENTS.....	3
2.1 Insurance Requirements	3
2.2 Permit Investigation Period	5
2.3 Permit Term and Renewal.....	5
2.4 Revocation or Suspension of Permits.....	5
2.5 Permit Appeals	6
2.6 Permits Are Not Transferrable	6
2.7 Truck Decals Are Not Transferrable.....	6
RECORDS AND FEES	6
3.1. Records Required to be Maintained and Submitted.....	7
3.2. Permit Fees.....	8
3.3. Permit Penalty Fees.....	9
APPLICANT BUSINESS INFORMATION.....	9
4.1. Permit Application, Agreement, and Signatures Required	9

GENERAL

1.1 Permit Required

A Collection and Transportation Services Permit is required for all persons, entities, or businesses engaged in the collection and transportation of applicable ordinance materials to any collection facility, disposal facility, recycling facility, processing facility, or any other facility within or outside of the City of Denton, Texas, which the City of Denton does not collect and transport, for all situations where materials are initially located within the city limits of Denton, Texas.

Permits are issued by the City of Denton upon submission, processing, and approval of a completed Collection and Transportation Services Permit ‘Application’, and a Collection and Transportation Services Permit ‘Agreement’, together with all required accompanying information, and the payment in full of all applicable fees to the City of Denton, Texas.

No person, entity, or business within the City of Denton, Texas shall engage in the collection and transportation of these applicable materials without first receiving a non-exclusive ‘Collection and Transportation Services Permit’ from the City of Denton, Texas. Permits are issued annually, generally during the last quarter of each calendar year, and are valid for the full upcoming calendar year, Jan. 1 through Dec. 31. Permittees must reapply annually, during November and December, to be issued a valid permit each year.

The number of permits issued for each service category may be limited at the sole discretion of the City in order to manage such factors, including but not limited to, air quality, exhaust emissions, traffic concerns, and the impact that additional vehicles have on the city’s streets and roads.

Service providers desiring to provide services in more than one service category, as identified in the ordinance, are required to complete permit documentation and pay the applicable fees for each specific service category in which they desire to provide services within Denton’s city limits.

1.2 A Permit is Not a Franchise

Any permit authorized by Section 1.1 above, shall not be deemed to be a franchise; nor will it provide for or designate any exclusive area or class of service to be provided by applicants or licensees with an approved permit.

1.3 Historical Document Submission Required

Requirements to be submitted with the Collection and Transportation Services Permit 'Application' are listed below. Applicants are required to initial and provide all relevant information, and initial each blank to indicate that information has been provided. At a minimum, complete submittals shall include the application, agreement, and applicable submittals required from the items listed below.

(1) _____ The applicant agrees to provide a complete record of all convictions against the applicant and each and every business partner or director, for any violations of all laws, orders, and ordinances, of a city, county, state, or federal government, related to the environment; within the past five (5) years. If no convictions exist, a separate and signed sworn statement stating such is not required.

(2) _____ The applicant states that its collection and transportation service methods comply, and will continue to comply, with all federal, state, county, and local environmental laws, ordinances and agreements collection and transportation standards. If initialed, the applicant agrees to comply with the environmental laws related to the applicant's collection and transportation of materials.

(3) _____ The applicant shall provide any other information that may be relevant to the applicant's fitness to render such services required to provide the collection and transportation services per the City of Denton 'Application' and 'Agreement', within the city limits of Denton.

REQUIREMENTS

2.1 Insurance Requirements

As a condition of being granted a permit by the City of Denton, the applicant agrees to carry, at all times, the following types of insurance and the listed minimum amounts of insurance. Applicants must provide proof of the following minimum levels of insurance coverage with their submitted Agreement. Satisfactory proof may include either a current certificate of insurance or a copy of the applicable current policy of insurance. Please initial below all insurance coverages and submit a copy of proof of insurance.

(1) _____ General Liability insurance with combined single limits of not less than **\$1,000,000.00** shall be provided and maintained by the Applicant. The policy shall be written on an occurrence basis either in a single policy or in a combination of underlying and umbrella or excess policies.

a) Coverage A shall include premises, operations, products, and completed operations, independent contractors, contractual liability covering this contract and broad form property damage coverage.

b) Coverage B shall include personal injury.

c) Coverage C, medical payments, is not required.

b) Broad form contractual liability (preferably by endorsement) covering this contract, personal injury liability and broad form property damage liability.

(2) _____ Automobile Liability Insurance: Applicant shall provide Commercial

Automobile Liability insurance with Combined Single Limits (CSL) of not less than \$500,000 either in a single policy or in a combination of basic and umbrella or excess policies. The policy will include bodily injury and property damage liability arising out of the operation, maintenance and use of all automobiles and mobile equipment used in conjunction with this Permit.

(3) _____ Where the exposure exists, liability insurance coverage shall be provided, in an amount not less than \$1,000,000, for environmental damage and restoration as required under Sections 29 and 30 of the Motor Carrier Act of 1980 and the rules and regulations promulgated by the Federal Highway Administration (FHWA) and the Interstate Commerce Commission (ICC).

2.2 Permit Investigation Period

Following the receipt of a completed Application, an executed Agreement by the applicant, and all other required submittals, City of Denton staff shall have twenty (20) working days to make such investigation as considered necessary to determine whether the applicant meets all applicable permit requirements.

Following a review of the permit application and completion of necessary investigations, the City may issue the permit; issue the permit with conditions; or deny the issuance of the permit. The City shall set forth in writing the reasons for placing conditions on, or denying issuance of the permit. The permit becomes effective upon acceptance and notification by the City, and after the full payment to the City of the applicable fees.

2.3 Permit Term and Renewal

All permits for collection and transportation services shall become valid on Jan. 1, or the date of issuance, whichever is later, through the end of each calendar year. Permits are not automatically renewable. Permit holders must apply annually for a new permit as they are renewable annually for each succeeding calendar year.

Holders of issued permits must provide a written Application, Agreement, and associated submittals for renewal of a permit within thirty days prior to the permit expiration (the end of the calendar year), in order to avoid any lapse of permit status in the services they provide. The new Application, Agreement, and associated submittals shall replace the information provided in the prior year application. Fees shall likewise be payable for each year that the applicant seeks a permit. Permit applications for succeeding years shall be processed in the same manner as an initial application, and will require a complete investigation.

Permittees choosing not to apply for a new collection and transportation services permit by Dec. 31 for the upcoming calendar year, beginning Jan. 1, will be assessed an additional \$500 fee upon permitting or may not be granted a permit by the City of Denton.

If the new permit applications are not received, and the new permits not issued by Dec. 31, all containers will be removed from their service provider locations beginning Jan. 1 by the City of Denton.

_____ Please list the date that the applicant desires to begin providing collection and transportation services within the City of Denton during the calendar year.

2.4 Abatement of Violations

Once the permit is issued, if the City finds that any requirement of the permit has been violated, or that false statements were made on any Application, Agreement, or any submittal required by this permit, the City may deny the permit, deny renewal of the permit, revoke the permit in its entirety, suspend the permit for a stated period of time, place the permit holder on terms of probation, or place other conditions thereon as the City finds

necessary and appropriate. If a permit violation occurs, a “No Operations Declaration” or Cease and Desist Order shall be promptly served on the permittee in person, or by U.S. mail, and/or certified U.S. mail.

Upon receiving a “No Operations Declaration” or Cease and Desist Order, the permittee shall immediately suspend operations within the City of Denton until such time as an acceptable remedy has been provided to the City of Denton, and any applicable fees paid in full. If conditions warrant, the City may maintain the “No Operations Declaration” or Cease and Desist Order and may begin providing collection and transportation services previously provided by the private entity as identified in the original or re-issued permit.

Upon discovery that failure to obtain a current and valid permit from the City of Denton occurred prior to the provision of collection and transportation services within the City, the City shall prohibit the private entity or business from operating within the City of Denton for a minimum of thirty days, with the full length and time period established by the City’s Legal Department. A “No Operations Declaration” or Cease and Desist Order will immediately be issued. Fines shall be applied as set forth in this agreement and the City’s ordinance, and as determined by the City’s Legal Department. Failure of a permittee to pay fees owed the City will initiate the issuance or continuation.

2.5 Permit Appeals

A refusal of the city to grant a permit, or the suspension and/or revocation of a permit may be appealed by the applicant in writing to the Assistant City Manager for Utilities of the City of Denton, Texas within ten calendar days following the date of permit denial, suspension, or revocation, in accordance with Ordinance No. 2012-176. An environmental appeals committee, as established in Ordinance No. 2012-176, shall determine if there is substantial evidence to support the determination and order.

2.6 Permits Are Not Transferrable

Collection and Transportation permits are not transferable. If the ownership of the entity or person is changed the permit becomes void on the date the ownership changes.

2.7 Truck Decals Are Not Transferrable

City of Denton Collection and Transportation Vehicle Identification Stickers are not transferable. These permit decals are issued for a specific truck(s) for an entire calendar year.

RECORDS AND FEES

3.1. Records Required to be Maintained and Submitted

Permittees are required to maintain customer account records of all business conducted within the city limits of Denton. The permittee shall make the records listed below available to the City of Denton following six months of service in Denton, normally during July and January, and upon requests. The permittee shall maintain the City of Denton business records at a single location. At a minimum the records shall include:

- (1) An inventory of all available vehicles for potential utilization within the city limits of Denton.
- (2) A complete listing of all customers within the City of Denton, including business names, addresses, and telephone numbers.
- (3) Identification numbers, quantities, and locations of all collection containers located within the City of Denton.
- (4) Volumes (gallons, cubic yards, etc.) or weight (pounds, tons, etc.) of the waste and/or recyclables materials collected within the city's service area.
- (5) A total of all revenues for all customers billed during each quarter.
- (6) Other relevant customer information as requested by the City.

The permittee agrees to maintain records of the above listed items, which shall be made available for review by the City a minimum of twice per year, normally July and January, and at other times upon request.

3.2. Permit Fees

Permittees will be invoiced for all permit application fees and purchased Manifests Books by:

City of Denton Utility Customer Service
City Hall East
601 East Hickory Street, Ste F Denton, TX 76205

These fees fund administrative, monitoring, and technical issues related to the regulation of waste, recyclables, and transportation activities, including the requirement that the City be available to substitute for any permittee, on short notice, due to any potential danger to public health and safety.

City of Denton service provider collection and transportation decals shall be placed on all of the permittee's vehicles that provide services within the City of Denton. Decals shall be placed on each vehicle prior to the permittee commencing any operations within the City's service area. Permit decals are provided to the permittee following permit approval by the City.

All fees are non-refundable, and are applicable only for the calendar year for which they are paid. Per ordinance, placing containers in the City's rights-of-way requires prior approval by the City.

Permittees choosing not to apply for and make payment for a collection and transportation and services permit by Dec. 31, for the upcoming calendar year beginning Jan. 1, will be assessed an additional \$500 fee upon permitting or may not be granted a permit by the City of Denton. If fees are not paid prior to Dec. 31, all containers will be removed from the permittees service provider locations beginning Jan. 1 by the City of Denton. Collection of private permitted containers by the City of Denton, beginning on Jan. 1, will generate labor and equipment charges which must be paid to the City by the permittee prior to the release of the containers back to the permittee.

3.3. Permit Penalty Fees

Business operators observed operating within the City of Denton, and which have not received approval from the City to operate within the city limits of Denton; or have been suspended by the City from operating within the city limits of Denton via a Cease and Desist order, shall incur a penalty issued by the City of up to \$500 per day for each known offense. Please initial the statement below acknowledging that you have read and understand this section.

_____ If applicable, my business will be liable for, and agrees to make payment of any permit penalties issued by the City of Denton.

APPLICANT BUSINESS INFORMATION

4.1. Permit Application, Agreement, and Signatures Required

In order for the city's Collection and Transportation Permit process to be completed, the applicant must provide signed copies of the permit Application and Agreement, initialed as required, and provide all other required submittals and contact information. Please provide the requested information below.

Business Representative Printed Name

Business Representative Signature

Business Representative Position Title

Date

Business Name

Business Mailing Address

Business Telephone Number

Business Physical Address

Business E-mail Address