



## REFUSE COLLECTION & HAULING LICENSE APPLICATION FACT SHEET

### Who must obtain this license?

Every person or business engaged in collecting and hauling refuse in Richmond must obtain a Refuse Collection and Hauling license from the Town Council, whether or not the business itself is located in Richmond. Refuse means solid waste in the form of rubbish or garbage, including but not limited to food scraps, recyclable material, and contaminated recyclables that cannot be cleaned and packaging or containers that cannot be recycled; and solid waste from agricultural, commercial, industrial or institutional activities.

**License fee:** \$150 for a one-year license. The license expires on March 1 and must be renewed annually.

### Requirements for license applications:

- *Tax certificate.* If the applicant is located in Richmond, the applicant must submit written certification from the Richmond Tax Collector that neither the applicant nor the owner of the property on which the applicant's business is located is in arrears on payment of any municipal taxes or fees.
- *Good Standing.* Corporate applicants must submit a certificate of good standing issued by the R.I. Secretary of State's Office.

### Requirements for new licenses:

- *Zoning certificate.* If the applicant business is located in Richmond, the applicant must submit a zoning certificate (for existing uses) or zoning determination (for proposed uses) issued by the Zoning Enforcement Officer confirming that the use is permitted in the zoning district.

### Requirements for holding a license:

- *Recycling is mandatory.* Every licensed refuse collector and hauler must provide all its residential customers in Richmond with services for the separate disposal of recyclable materials that comply with local and state regulations. All recyclable materials collected in Richmond must be disposed of at the Richmond municipal transfer station.

Recyclable material means aluminum and steel lined cans, aluminum foil and aluminum scrap such as pie plates; metal lids; empty steel aerosol and latex paint cans; small pieces of scrap metal; glass bottles and jars; number 1 PET plastic bottles and jugs; number 2 HDPE plastic bottles and jugs; paper milk cartons and juice boxes; mail, magazines and catalogs; writing paper; corrugated cardboard; paperboard such as cereal boxes; newspaper and newspaper inserts; brown paper bags, and telephone directories.

- *An approved recycling plan is required.* Each licensed refuse collector and hauler must submit to the Richmond Public Works Director a written recycling plan demonstrating that the refuse collector and hauler has adequate equipment and operational capability to satisfy the requirements of local and state law. The plan must be approved by the Public Works Director. It is not necessary to submit a new plan for each license renewal as long as the plan on file has been approved.
- *Loads must be properly secured.* No person shall operate any vehicle upon a public highway in Richmond in which refuse or solid waste is carried unless the refuse or solid waste is covered or properly secured to prevent the contents of the vehicle from falling out and littering the highway.

**NOTE:** This summary is for the convenience of applicants. For all the legal requirements of this license or permit, you should consult the applicable state statute and town ordinance.

**REFUSE COLLECTION & HAULING LICENSE**

**Town Clerk's License Application Checklist**

**Applicant:** .....

**Date of Application:** .....

<b>AFFIDAVIT OF COMPLIANCE</b> <i>(Signed and Notarized)</i>	
<b>TAXES:</b> Richmond Tax Collector's certificate that applicant's taxes are current <i>(if the applicant is located in Richmond).</i>	
<b>CORPORATE:</b> R.I. Secretary of State's Office Certificate of Good Standing <i>(if applicant is a corporation).</i>	
<b>LICENSE FEE:</b> \$150	
<b>ZONING:</b> Zoning certificate (existing uses) or zoning determination (proposed uses) from the Zoning Enforcement Officer <i>for new licenses and new locations if the applicant business is located in Richmond.</i>	
<b>Recycling Plan</b> – Approval from the Public Works Director (see Fact Sheet for details)	



Town of Richmond, Rhode Island

Town Clerk's Office, 5 Richmond Townhouse Road, Wyoming, RI 02898 (401) 539-9000

**APPLICATION for a MUNICIPAL LICENSE**

DATE OF APPLICATION	<input type="checkbox"/> New License	<input type="checkbox"/> Renewal
NAME OF INDIVIDUAL OR BUSINESS TO HOLD THIS LICENSE		
THE APPLICANT IS <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> CORPORATION <input type="checkbox"/> LIMITED LIABILITY CORPORATION <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> LIMITED PARTNERSHIP <input type="checkbox"/> JOINT VENTURE		
APPLICANT'S BUSINESS MAILING ADDRESS Street or P.O. Box		
City or Town	State	Zip Code
Business telephone number(s)	E-mail address:	
INDIVIDUAL MAKING THIS APPLICATION: Name		
Street		
City or town	State	Zip Code
Telephone number(s)		
BUSINESS LOCATION in Richmond Street address		
Tax Assessor's Plat and Lot number		
The undersigned, being duly sworn, upon oath does depose and say: 1. I am an authorized representative of this business. 2. The information on both pages of this application is true and correct. 3. This business is in compliance with all applicable town ordinances and regulations, state statutes and regulations, and federal statutes and regulations. 4. I have reviewed the checklist of documents that are required to obtain this license. I will be able to produce the required documents, or prove I have requested them, before the Town Council meeting at which this application will be considered.		
SIGNATURE _____		
PRINT NAME _____		
Sworn and subscribed to before me at _____, County of _____, State of Rhode Island, this _____ day of _____, 20 _____.		
_____ Notary Public Print name: My commission expires / /		

**REFUSE COLLECTION & HAULING LICENSE APPLICATION**

Name of Business:		
<input type="checkbox"/> NEW LICENSE <input type="checkbox"/> RENEWAL		
OWNER OF BUSINESS Name:		
OWNER'S HOME ADDRESS Street address		
City or town	State	Zip Code
Telephone number(s)		
Home mailing address (if different)		
BUSINESS OFFICE Street address		
City or town	State	Zip Code
Assessor's Plat and Lot (if in Richmond)		
BUSINESS MAILING ADDRESS (if different)		
Person responsible for the daily operation of this business: Name: Address: Telephone number(s):		
If business is currently licensed by any other city or town in R.I., please list:		

OFFICE USE ONLY

Date of Town Council approval:	Date license issued
Fee paid:	Date license expires
License issued by:	

**AFFIDAVIT OF COMPLIANCE**

I \_\_\_\_\_ applicant for a \_\_\_\_\_ for  
(Printed Name) (Type of License)

\_\_\_\_\_ do hereby make affidavit and say that to the best of  
(Name of Business)

my knowledge and belief, the applicant is in compliance with all laws and regulations of the

United States, and the State of Rhode Island and is in compliance with all the ordinances of the

Town of Richmond.

\_\_\_\_\_  
Applicant Signature

STATE OF RHODE ISLAND  
COUNTY OF \_\_\_\_\_

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_ 20 .

\_\_\_\_\_  
Notary Public  
My commission Expires: