

## SNOW PLOW APPLICATION COVER LETTER

Thank you for applying for a 2020-2021 Snow Removal Permit with The Village of Grosse Pointe Shores.

Sample forms of required documents are available upon request (surety bonds, certificates, etc.)

All applications must be submitted as a completed packet. We cannot accept nor can we hold an incomplete packet. No exceptions can be made to this department policy. It is the responsibility of the applicant to obtain their surety bond and certificates of insurance. We are not able to contact insurance carriers on your behalf. Please be advised the average cost for a surety bond from a commercial insurance carrier is \$100.00.

Please note that if a contractor is not using a truck/plow, but rather a push style snow blower they must still obtain a plow permit and provide the same documentation.

All fees must be paid in full at the time of processing/issuing.

	<b>Required Items</b>	<b>X</b>
1.	A completed GPS Snow Removal Permit Application (attached)	
2.	A signed copy of the Snow Removal Ordinance accepting the terms/conditions (attached)	
3.	An original \$5,000 surety bond naming the Village of Grosse Pointe Shores	
4.	A current certificate of commercial insurance for the applicant's business	
5.	A copy of the vehicle(s) Michigan Registration	
6.	Payment in full (cash or check) \$100 for the permit & \$25 each additional vehicle being used	

Once your application has been processed you will receive the following items for the department clerk. Please be certain that you have received all the items prior to leaving.

	<b>Items returned to applicant upon completion</b>	<b>X</b>
1.	A copy of your completed Snow Removal Permit Application	
2.	A copy of your signed Snow Removal Ordinance	
3.	A window sticker(s) to be placed on the appropriate vehicle(s) lower, front, driver's side window	
4.	An invoice for your transaction	