



CITY OF HAM LAKE

15544 Central Avenue NE
Ham Lake, Minnesota 55304
(763) 434-9555
Fax: (763) 434-9599

TO: Applicants of Vending Licenses in the City of Ham Lake

Attached is:

1. A copy of Article 7-500 of the City Code pertaining to Vending and Amusement Machines
2. A copy of Article 1-500 of the City Code, regarding the payment of Real Estate taxes as it pertains to applications
3. Application forms to apply for a Vending License in the City of Ham Lake

If you have further questions, please contact City Hall, at the number listed above.



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 15544 Central Avenue NE
 Ham Lake, Minnesota 55304
 (763) 434-9555
 info@ci.ham-lake.mn.us

APPLICATION FOR BUSINESS LICENSE

Vending Machine
 Cabaret
 Hotel/Motel
 Recycling/Refuse Hauler
 Tobacco (also include State Form CT102)

Directions: This form must be filled out with a typewriter or by printing in ink. If the application is by an Individual person, by such person; if by a corporation, by an officer thereof, if by a partnership, by one of the partners; if by an unincorporated association, by the manager or managing officer thereof. If more space is needed, use additional sheets.

1. Name of applicant (name of individual, partnership, corporation or association):

2. Business Name _____

IF BUSINESS IS TO BE CONDUCTED UNDER A DESIGNATION, NAME OR STYLE OTHER THAN THE FULL INDIVIDUAL NAME OF THE APPLICANT, ATTACH A COPY OF THE TRADE NAME CERTIFICATE, AS REQUIRED BY CHAPTER 333, MINNESOTA STATUTES, SECRETARY OF STATE'S OFFICE.

3. Premises Address _____

Email Address _____ Phone Number _____

4. Type of applicant:

_____ Individual _____ Partnership
 _____ Corporation _____ Other Association _____

5. Minnesota tax identification number of business (or social security number if applicant is an individual):

6. If applicant is an individual, state:

Full Name _____

Residence Address _____

Phone _____ Date of birth _____

7. If applicant is a partnership, provide the following information about the managing partner:

Full Name _____

Residence Address _____

Phone _____ Date of birth _____

8. If applicant is a corporation or association, state:

(a) State of Incorporation or Association _____

Local Address _____ Phone _____

Home Address _____ Phone _____

(b) Provide the following information about the operating manager or other agent in charge of the premises to be licensed:

Full Name _____

Residence Address _____

Phone _____ Date of birth _____

9. Are any real estate taxes, personal property taxes, special assessments, or other financial claims of the City of Ham Lake delinquent or unpaid for the premises to be licensed? Yes _____ No _____ If yes, give details _____

FEE SCHEDULE

Vending Machine License - \$15.00 per location plus \$15.00 per machine	Amount enclosed _____
Cabaret - \$200.00	Amount enclosed _____
Hotel/Motel - \$250.00	Amount enclosed _____
Recycling/Refuse - \$500.00	Amount enclosed _____
Tobacco - \$75.00	Amount enclosed _____

ANY FALSIFICATION OF ANSWERS TO ABOVE QUESTIONS WILL RESULT IN DENIAL OF APPLICATION

Subscribe and sworn to before me this _____ day of _____, 20____.

(Signature) Must be signed in front of a notary

(Notary Public/City Clerk)

(Printed Name)

LICENSE APPLICANT

Pursuant to Minnesota Statute 270.72 Tax Clearance: Issuance of Licenses, the licensing authority is required to prove to the Minnesota Commissioner of Revenue your Minnesota Business Tax Identification number and Social Security Number of each license applicant. Under the Minnesota Government Data Practices Act and Federal Privacy Act of 1974, we are required to advise you of the following regarding the use of this information.

1. This information may be used to deny the issuance, renewal or transfer of your license in the event you owe the Minnesota Department of Revenue delinquent taxes, penalties or interest;
2. Upon receiving this information, the licensing authority will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Agreement the Department of Revenue may supply this information to the Internal Revenue Service;
3. Failure to supply this information may jeopardize or delay the processing of your licensing issuance or renewal application.

Please supply the following information and return along with your application to the agency issuing the license. DO NOT RETURN TO THE DEPARTMENT OF REVENUE.

LICENSE BEING APPLIED FOR OR RENEWED: _____

LICENSING AUTHORITY: _____
(Name of City, County, or State Agency issuing license)

LICENSE RENEWAL DATE: _____

PERSONAL INFORMATION:

APPLICANT’S NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

SOCIAL SECURITY NUMBER: _____

BUSINESS INFORMATION:

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

CITY/STATE/ZIP: _____

MINNESOTA TAX IDENTIFICATION NUMBER: _____

If a Minnesota Tax Identification Number is not required, please explain: _____

FEDERAL TAX IDENTIFICATION NUMBER: _____

SIGNATURE _____ **POSITION** (officer, partner, etc.) _____ **DATE** _____

CERTIFICATE OF COMPLIANCE
MINNESOTA WORKERS' COMPENSATION LAW

Minnesota Statute, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in an activity in Minnesota until applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage of Chapter 176. The information required is: the name of the insurance company, the policy number, and dates of coverage or the permit to self-insure. This information will be collected by the licensing agency and retained in their files.

This information is required by law, and licenses and permits to operate a business may not be issued or renewed if it is not provided and/or is falsely reported. Furthermore, if this information is not provided or falsely stated, it may result in a \$2,000 penalty assessed against the applicant by the Commissioner of the Department of Labor and Industry.

INSURANCE COMPANY NAME: _____
(NOT the insurance agent)

POLICY NUMBER _____

DATES OF COVERAGE: _____ to _____

OR

I am not required to have workers' compensation liability coverage because:

- () I have no employees
- () I am self-insured (include permit to self-insure)
- () I have no employees who are covered by the workers' compensation law
(these include: Spouse, Parents, Children and Certain Farm Employees)

I certify that the information provided above is accurate and complete and that a valid workers' compensation policy will be kept in effect at all times as required by law.

NAME: _____

(last, first, middle)

DOING BUSINESS AS: _____
(business name if different than your name)

BUSINESS ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE NUMBER: _____ EMAIL: _____

SIGNATURE: _____ **DATE:** _____

**NOTICE TO ALL APPLICANTS FOR MUNICIPAL PERMITS,
LICENSES, OR OTHER MUNICIPAL ACTION**

1. If you are requesting municipal action on any request for any of the above, you will be required to furnish certain information about yourself, the project you are involved in, or other matters pertaining to the subject. Some of the information you are asked to provide is classified by state law as either private or confidential. Private data is information which generally cannot be given to the public but can be given to the subject of the data. Confidential data is information which generally cannot be given to either the public or the subject of the data.
2. The purpose of this information is to enable the City Staff, Commissions, Council or other government agencies to evaluate relevant factors in considering your request. You are not legally required to provide this information. If you do not provide the requested information, the City may not act upon your request.
3. The information you supply will be public and available to any entity requesting to inspect the information.

**DATA PRACTICES ADVISORY
TENNESSEN WARNING
REQUIRED BY MINNESOTA STATUES CHAPTER 13.04**

BY: _____
(SIGNATURE)

COMPANY/TITLE: _____

a peculiar and appropriate meaning in law are to be understood according to their technical import.

1-420 Gender

The use of either masculine, feminine, or neuter gender includes the other genders.

1-430 Singular or Plural

The use of either the singular or plural includes the other.

1-440 Tense

The use of either past, present, or future tense includes the other tenses.

1-450 Computation of Time

The time within which an act is to be done is computed by excluding the first day and including the last day. When the last day is a Sunday or legal holiday, such day is excluded and the last day is the next following business day.

1-460 Minnesota Rules of Construction

Unless they are clearly in conflict with the provisions of this Code, or otherwise clearly inapplicable, the rules of construction established for the State of Minnesota by statute or case law apply in the construction of this code.

1-500 Payment of Real Estate Taxes

Whenever any individual or entity applies for any type of permit, license, zoning approval, subdivision approval or other action for which municipal consent is required, the application shall automatically be rejected if at the time of application there are any delinquent taxes owing on the property affected by the application, unless the applicant is able to demonstrate a financial hardship, and that the approval requested will or is likely to result in the ability to pay the delinquent taxes.

The following conditions and limitations shall apply to such hardship requests:

- a) In no case will payment of the delinquent tax amount extend beyond six months from the date that payment was due; and
- b) In a request for extension of time, the applicant shall clearly document the reasons that applicant is unable to pay the taxes in a timely manner, supplying such level of detail as may be requested by City staff; and
- c) No more than three such extensions shall be granted within any ten-year period of time.

1-600 Severability

If any section, subsection, sentence, clause or phrase of any ordinance in this Code is for any reason held to be invalid; that decision shall not affect the remaining portions of this Code.

- d) Persons who have been convicted of violating any City Ordinance pertaining to tobacco sales or possession.

7-440 Location of Sales

No license shall be issued to an applicant for the sale of cigarettes, cigarette papers, cigarette wrappers, cigars or other tobacco or tobacco items at any place other than his established place of business. No license shall be issued for the sale of cigarettes, cigarette papers, cigarette wrappers, cigars, or other tobacco or tobacco items at a movable place of business, nor shall any one license be issued for the sale of cigarettes, cigarette papers, cigarette wrappers, cigars or other tobacco or tobacco items at more than one place of business.

7-450 Vending Machines

Vending Machines shall be prohibited, except where located in sections of on-sale liquor establishments which are primarily used for the preparation and dispensing of alcoholic beverages, more commonly referred to as the "bar" area, and on condition that a remote lockout device be installed on the machine which permits the machine to be activated only by an employee over the age of eighteen years.

7-460 Prohibited Sales

No licensee shall sell any tobacco product under the following circumstances:

- a) to any person under the age of eighteen years;
- b) in any manner violative of any State or Federal law or regulation;
- c) by any means other than the direct exchange of the tobacco product between the customer and an employee of the licensee.
- d) in any form other than manufacturer's cartons or sealed individual packages.

7-470 Conflicting State or Federal Provisions

In the event that any State or Federal law or administrative rule is established subsequent to the effective date of this ordinance which is in conflict with this ordinance, including, without limitation, a complete prohibition on cigarette vending machines, any such conflicting provision shall be automatically adopted by reference, and compliance with such law or rule shall be a condition of continued licensure.

7-500 Amusement and Vending Machines

7-510 License Required

Excepting non-profit organizations, no person or corporation or business shall keep, for public operation, any billiard device, jukebox, or other machine used for amusement, or vending machine of any kind, without first securing a license therefore.

7-520 Term

Licenses shall be issued for one-year periods, and shall expire on December 31 of each year.



7-530 Posting

The license, one issued, shall be affixed to the machine or device, in a conspicuous place.

7-540 Exception

Machines which vend items for human consumption, except cigarettes, shall be exempt from municipal licensing, but shall be required to meet the rules and regulations of all other governmental jurisdictions having authority with respect to such machines.

7-600 Field Parties and Large Assemblies

7-610 Field Parties

7-611 Definitions

- A. **“Field Party”** is defined as a gathering of 50 or more people, held partially or completely out of doors, on public or private property and at which intoxicating beverages, non-intoxicating malt liquors or other intoxicating chemicals are used or dispensed by any participant, whether or not a fee is collected for any participant.
- B. **“Out of Doors”** is defined as any place outside of a building as defined in Minn. State. Ch. 609.58 (Subd. 1 (2)).

7-612 Licensing Provisions

No person shall permit, maintain, promote, conduct, advertise, participate in, be present at, act as entrepreneur, undertake, organize, manage, or sell or give tickets to, a field party held in any area of the City of Ham Lake whether on public or private property, unless a license to hold the assembly has first been issued by the City Administrator, application for which must be made at least 30 days in advance of the assembly. Furthermore, if any police officer, upon discovering a field party which is unlicensed or upon declaring any license to be void, shall order the persons present to disperse, it shall be unlawful for any person to continue to be present at the field party.

7-613 Application for License

- A. **Forms.** Application shall be made to the City Clerk on forms to be supplied by the City and shall contain the following information:
 - (1) The names, addresses and telephone numbers of the applicant(s).
 - (2) The precise location of the proposed field party, as well as the date and specific times during which the field party will be in progress and the expected number of guests.
 - (3) The name, address and telephone number of the owner of the land.
 - (4) A written acknowledgment of consent by the owner of the land to the conducting of the proposed field party.
 - (5) A statement as to whether or not intoxicating beverages or non-intoxicating malt liquors will be furnished, and if so, whether a fee of any kind will be collected, or whether voluntary contributions will be collected. If a fee of any kind will be collected or if voluntary contributions will be collected, it shall be necessary for the