

**PARISH OF JEFFERSON  
DEPARTMENT OF PARKWAY  
APPLICATION BY ARBORIST OR LANDSCAPER  
FOR A LICENSE TO PLANT, TRIM OR REMOVE TREES ON  
PARISH RIGHTS-OF-WAY, SERVITUDES AND OTHER PARISH PROPERTY**

FILE/JOB NO. \_\_\_\_\_ APPLICATION SUBMITTED ON: \_\_\_\_\_  
[To be assigned by Parish] [To be date-stamped by Parish]

**"Jefferson Parish" or "the Parish" always** includes the Parish and all of the districts and subdistricts of the Parish.  
**"Applicant"** refers to the person who applies for and is later issued a license to plant, trim, remove or otherwise affect trees or other vegetation on Parish rights-of-way or any property owned by or under the control of the Parish. A Parish License shall be issued only to a person holding a valid Landscaping Contractor License, Arborist License, Utility Arborist License or Landscape Architect License issued by the State of Louisiana. Licenses are not issued to corporations or other types of businesses.

**"Employer"** refers to the entity by which the Applicant is employed.

**I. Applicant must complete this part and submit it with documents listed in Part IV. to the Jefferson Parish Department of Parkway.** The Applicant shall not commence the planting, pruning or removal of trees and shrubs on public property proposed in this application until licensed by the Parish.

- (A) **NAME OF APPLICANT::** \_\_\_\_\_
- (B) **BUSINESS MAILING ADDRESS:** \_\_\_\_\_
- (C) **STREET ADDRESS [if different]:** \_\_\_\_\_
- (D) **TELEPHONE NUMBER:** \_\_\_\_\_
- (E) **LOUISIANA STATE LICENSE NUMBER(S): [Present Original and attach a photocopy.]**

Landscaping Contractor License No. \_\_\_\_\_ Arborist License No. \_\_\_\_\_  
 Landscape Architect License No. \_\_\_\_\_ Utility Arborist License No. \_\_\_\_\_  
 Horticulturist License No. \_\_\_\_\_

Is applicant self-employed? YES \_\_\_\_\_ NO \_\_\_\_\_ IF NO, STATE BELOW :

**EMPLOYER'S NAME:** \_\_\_\_\_  
**EMPLOYER'S ADDRESS:** \_\_\_\_\_  
**TEL. NO:** \_\_\_\_\_ **APPLICANT'S POSITION/TITLE:** \_\_\_\_\_

**Note:** SIGNATURE(S) on line(s) below \* indicates the acceptance by Applicant and Applicant's employer of all requirements, terms and conditions of this application for a license, including but not limited to, the insurance and indemnification of the Parish. The signature of the person holding a Louisiana State License is required on this application as well as the authorized representative of the employer of the licensed person. See Parts IV. (A) and IV. (B).

**\*APPLICANT:** \_\_\_\_\_  
**\*EMPLOYER:** \_\_\_\_\_  
On the line below, type or print the name and position of the authorized representative who signed on behalf of Employer of Applicant:

Name	Title
*****	

**NOTE: It is unlawful to give false information on this application. Violation of this regulation will be sufficient grounds for denial, or revocation, of the License.**

**Parish Representatives: Complete parts II., III. and IV. of form.**

**II. PARISH REVIEW OF APPLICATION FOR LICENSE / APPLICABLE SPECIAL CONDITIONS**

APPROVED on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ [Date] IF DENIED, STATE REASON(S) ON SEPARATE SHEET.

**SPECIAL CONDITIONS OF LICENSE:**

**ANNUAL LICENSE FEE of \$35.00** Paid on \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 APPLICATION REVIEWED BY: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Approved \_\_\_ Denied \_\_\_ \*(For the Department of Parkway) Date

◆◆◆ APPLICATION REVIEWED BY: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Approved \_\_\_ Denied \_\_\_ \* (For the Department of \_\_\_\_\_) Date

◆◆◆ *Reasons for denial shall be stated by department on separate dated attached sheet.*

**III. ISSUANCE AND EXPIRATION OF LICENSE**

This License shall be issued under the conditions outlined in this application. Regardless of the date on which the license is issued, all renewals as well as all updates on certificates of insurance are due on or before January 31 of each calendar year.

**LICENSE ISSUED:** \_\_\_\_ / \_\_\_\_ / 2\_\_\_\_  
**Attach a separate dated sheet for additional comments regarding this License application.**

#### IV. REQUIREMENTS FOR ISSUANCE OF LICENSE

The Applicant shall provide the following documents and certifications before a license is issued. A representative of the Jefferson Parish Dept. of Parkway will write date of receipt and initial each item to show receipt by the Parish.

Asterisk (\*) indicates that original will be kept on file with the Parish; original shall be updated by the Applicant to show any changes to original and a photocopy must be submitted with each application.

- (A) Original of the Louisiana State issued Landscaping Contractor License, Arborist License, Utility Arborist License, Landscape Architect License, or Horticulturist License must be presented with the application and a copy of each license must be attached to the application. [Please attach copy and identify as Exhibit IV.(A).]
- (B) \* If the Applicant is not self-employed, written authorization for Employer's Representative, *i.e.*, the person signing the application and the required affidavits of acknowledgment on behalf of the Employer of the Applicant is required. *Note: If Applicant is employed by a corporation, a corporate resolution bearing the seal of the corporation and authorizing the Employer's Representative to sign contracts on behalf of, and bind, the corporation to the indemnification and other requirements of the permit shall be required. Alternatively, incorporation documents or the by-laws of the corporation may authorize the holder of the corporate office held by Employer's Representative to sign contracts on behalf of, and bind, the corporation to the indemnification and other requirements of the permit. A copy of said documents, certified by the corporation's secretary, may be accepted in place of a corporate resolution. For all other types of employers, a notarized affidavit appointing the representative to sign contracts for, and bind, the Employer to all the requirements of the license shall be required.* [Please attach and identify the appropriate document as Exhibit IV.(B).]
- (C) \* Certificates of insurance. See the provisions below regarding the amounts and types of insurance coverage required. These certificates shall be kept on file in the Jefferson Parish Department of Parkway and shall be updated by the Applicant for each policy term. [Please attach certificates and identify as Exhibit IV.(C).]
- (D) \*A notarized Affidavit of Acknowledgement by the Applicant and, if not self-employed, his Employer. [Affidavit is attached to this permit application.]
- (E) Receipt signed by Applicant acknowledging receipt of the Desirable Tree List for Jefferson Parish (Ordinance No. 21243). [Please attach and identify as Exhibit IV.(E).]
- (F) A copy of Occupational License of the Applicant, or if employed, his Employer's Occupational License. [Please attach and identify as Exhibit IV.(F).]
- (G) Desirable Tree List Agreement, signed by Applicant; and if Applicant is not self-employed, also signed by Employer Representative. [Agreement is attached to this license application.]
- (H) Receipt of the annual License fee of \$35.00.

#### V. INSURANCE COVERAGE AND CERTIFICATE REQUIREMENTS

(A) The Applicant, before commencing work, shall provide at his own expense or, if employed, at his Employer's expense, proof of the following insurance coverage by insurance companies authorized to do business in the State of Louisiana. The insurance policies shall cover the Applicant and, if employed, his Employer of the Applicant. Further, with the exception of the Worker's Compensation Insurance policy, Jefferson Parish and its districts and sub-districts, its boards and commissions and its officers, agents and employees, jointly and severally, shall be listed as additional named insured(s) on all of the above insurance policies for the entire term of the license issued pursuant to this application. Insurance shall be placed with insurers with an A.M. Best rating of no less than A:VI. and shall be in the following minimum amounts and in accordance with the following provisions.

- (1) Worker's Compensation Insurance: As required by the Louisiana State Statute exception, employer's liability limit shall be ONE MILLION DOLLARS & No/100 [\$1,000,000.00] per occurrence when work is to be over water and involves maritime exposures, otherwise this limit shall be no less than FIVE HUNDRED THOUSAND DOLLARS & No/100 [\$500,000.00] per occurrence.
- (2) Commercial General Liability Insurance with a Combined Single Limit per occurrence for bodily injury and property damage. This insurance shall include coverage for bodily injury and property damage, and indicate on the certificate of insurance the following:
  - a) Premises-operations;
  - b) Broad form contractual liability;
  - c) Products and completed operations;
  - d) Use of contractors and sub-contractors;
  - e) Personal Injury;
  - f) Broad form property damage;
  - g) Explosion, collapse and underground (XCU) coverage.

\*COMBINED SINGLE LIMITS (CSL) AMOUNT OF INSURANCE REQUIRED:

EACH OCCURRENCE /MINIMUM LIMITS-ONE MILLION DOLLARS & NO/100 [\$1,000,000.00]

- (3) Business Automobile Liability Insurance with a Combined Single Limit of FIVE HUNDRED THOUSAND DOLLARS & NO/100 [\$500,000.00] per occurrence for bodily injury and property damage, unless otherwise indicated. This insurance shall include coverage for bodily injury and property damages for any automobiles, whether owned; hired, or non-owned automobiles.
- (4) Said policies shall apply as primary insurance and certificates of insurance shall stipulate that no other insurance in effect by the Parish will be called on to contribute to a loss covered there under, nor shall the Parish be obligated to pay any premiums or any deductibles for said policies.
- (5) The Parish has the right but not the obligation to review and approve all insurance policies and certificates of insurance prior to the issuance of a license for the requested installation.
- (6) An umbrella policy or excess may be used to meet minimum requirements. All property losses to Parish property for which the Applicant is responsible, shall be payable to the Parish and adjusted with the Jefferson Parish Risk Management Department.
- (7) Should there be a material change in the Applicant's insurance policies during the term of the license, the Applicant shall give the Parish thirty (30) days notice as to said changes and will submit a replacement certificate of insurance naming the Parish as an additional insured.

- (8) Failure of the Applicant to take out and/or maintain insurance shall not relieve the Applicant from any liability under this license, nor shall the insurance requirements be construed to conflict with the obligations of the Applicant concerning indemnification.
- (9) The maximum deductible for any of the insurance coverage required under this Agreement shall not exceed TEN THOUSAND DOLLARS & NO/100 [\$10,000.00] without prior approval of the Director of Jefferson Parish Department of Risk Management. All deductibles shall be assumed by the Applicant.

**(B)** Certificates of insurance shall name the Parish and the appropriate Parish districts and sub-districts as additional insureds for the entire period during which the equipment or any other property of the Applicant remains on the site(s) or the result of the work related to this license. Said certificates of insurance shall also state that:

- (1) The insurer of the Applicant and his Employer shall have no right of recovery or subrogation against the Parish of Jefferson, its districts or sub-districts, it being the intention of the parties that said insurance shall be the primary coverage for any and all losses covered by the herein described insurance which shall protect the Parish and its districts and sub-districts, as well as the Applicant and his Employer.
- (2) The insurance companies issuing the policies shall have no recourse against the Parish of Jefferson for payment of any premiums or for assessments under any form of policy.
- (3) Any and all deductibles in the described insurance policies shall in the amount of TEN THOUSAND DOLLARS & NO/100 [\$10,000.00], and shall be assumed by the Applicant.

In the event the Applicant or his Employer is insured through a captive insurance company or is self-insured, then in lieu of the certificates of insurance required herein, the Applicant or Employer shall provide with the license application, proof that the Applicant or his employer's self-insurance program is sufficiently liquid to cover all losses in the amounts shown above in this section. The Applicant, or if Applicant is employed, his Employer, shall immediately notify the Parish of all changes in its self-insured status and of any changes in the ability of Applicant or his Employer to cover the losses specified above.

## **VI. CONDITIONS FOR MAINTAINANCE OF LICENSE:**

### **(A) GENERAL**

- (1) Regardless of the date on which the license is issued, all renewals as well as all updates on certificates of insurance are due on or before January 31 of each calendar year.
- (2) Failure to maintain all requirements throughout the entire term of the license shall automatically revoke the license.
- (3) If Applicant is employed, Applicant and Employer shall notify the Parish immediately upon the Applicant leaving the employ of the Employer listed on this application and Applicant's license shall be automatically revoked if required insurance and other requirements are not continuously maintained.
- (4) Work under this project which may interfere with the proper operation and maintenance of streets or other Parish rights-of-way is expressly prohibited.
- (5) All of the cost of the work to be accomplished under the license shall be borne by the Applicant.
- (6) The rights and privileges granted to the Applicant shall be non-exclusive and shall not be construed to be any broader than those expressly set forth in Louisiana law.
- (7) Any license granted by the Parish is subject to revocation for just cause at any time.
- (8) All work under this license, including but not limited to, pruning trees or digging within the root system of trees or shrubs shall be done in accordance with applicable guidelines in the "Standards for Pruning Shade Trees," published by the National Arborists Association, Inc. and the "American National Standards for Tree Care Operation - Tree, Shrub and Other Woody Plant Maintenance Standard Practice", 1995 Edition published by the American National Standards Institute (ANSI), as amended and currently in effect at the time of such work on public property.

### **(B) METHODS**

The Applicant and/or his Agent shall have the sole responsibility of determining the best and proper method or means of executing the work under this license and the Parish, or its agent, shall not be held responsible for determining or suggesting a method or means of executing such work, except as expressly indicated in this Parish Code of Ordinances and this license.

### **(C) RESTORATION**

- (1) The Applicant and/or his Agent shall restore at their own expense any and all property damaged as a result of the project itself or as a result of any negligent act of omission or commission on his part or on the part of his agent, including, but not limited to the following: sidewalks, curbing, sodding, pipes, conduits, sewers, buildings, fences, bridges, retaining walls, tanks, power lines, levees or any other building on public or private property.
- (2) In case of failure on the part of the Applicant and his Contractor to restore such property or make good such damage, the Parish may upon forty-eight (48) hours notice proceed to repair, rebuild, or otherwise restore such property and take steps deemed necessary to collect restoration cost.
- (3) All public and private property affected in any way by the Applicant's proposed installation shall be protected and restored by the Applicant to pre-construction conditions. All Parish property, including but not limited to, rights-of-way, shall be restored to the satisfaction of the Parish.

### **(D) ACCESS, SAFETY AND TRAFFIC CONTROL**

- (1) Access for all work performed in connection therewith, must be effected from some point other than through traffic lanes except where specifically waived by the issued license. No interference with traffic on through lanes shall be tolerated.
- (2) All safety precautions for the protection of the traveling public must be observed by the Applicant and his Agent; undue delay to traffic shall not be tolerated.
- (3) Maintain a minimum of fifty per cent (50%) of roadway accessible to vehicular traffic at all times, or as directed by the Traffic Engineering Division of the Jefferson Parish Department of Engineering.
- (4) Signing for warning and protection of traffic in instances where workmen, equipment or materials are in close proximity to the roadway surface, shall be in accordance with requirements in the most recent edition of the "Manual on Uniform Traffic Control Devices For Streets and Highways", published by U.S. Department of

Transportation made available from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C.

- (5) The closure of any lane of any street for any work under this license shall require approval of the Applicant's plans by the Traffic Engineering Division of the Jefferson Parish Department of Engineering prior to the issuance of the license and also prior to the closure of a street at any later time. Such plans shall show the signs, barricades and other traffic controls that will be used regarding such closure. Further, Applicant shall notify \_\_\_\_\_, of the Jefferson Parish Department of Streets, by facsimile @ (504) \_\_\_\_\_ at least forty-eight (48) hours prior the closure of any street.
- (6) Barricades and warning devices shall be installed and maintained by Applicant and/or his Agent.
- (7) The Applicant shall, as far as practicable and consistent with safety considerations, permit access to private and public property and leave fire hydrants, catch basins, streets, etc., free from encumbrances.
- (8) The Applicant shall take all reasonable and proper precautions to protect persons, animals and all vehicles from injury, and shall erect and maintain suitable barriers and shall employ one or more watchmen as an additional security whenever appropriate.

**(E) PENALTY FOR VIOLATIONS [Jefferson Parish Code of Ordinances Sec. 37-26]**

- (1) Any person violating any of the provisions of this Article II of Chapter 37 of Jefferson Parish Code of Ordinances, shall, upon conviction, be fined no more than FIVE HUNDRED DOLLARS AND NO/100 [\$500.00], or be imprisoned no more than thirty (30) days, or both.
- (2) A separate offense shall be deemed committed for each tree affected and on each day during or on which a violation of any of the provisions of this part occurs.

***\*\*\*\*Any violation of the foregoing General Conditions or the foregoing specifications may at the discretion of the Parish result in revocation of the license and/or penalties.***

***\*\*\*\*The Parish reserves the right to inspect or to re-inspect project(s) by the Applicant any time, even after the project has been completed and to cite the Applicant for any violation(s) of any Parish Ordinance or Parish Code regarding the project(s).***