



TOWN OF HAVERSTRAW
RAQUEL VENTURA
Town Clerk

MARISOL CANCEL
First Deputy

APRIL COBB
Deputy

To All Landscaper / Snow plowing Applicants:

The following documents are required for completing your **landscaping** permit for the current year.
Please bring with you **photocopies** of the following:

- Certificate of insurance showing proof of workman's compensation/disability coverage or waiver from the NYS Workmen's Compensation Board
- Certificate of liability insurance listing the Town of Haverstraw as an additional insured
- Vehicle registrations
- Vehicle insurance cards
- Drivers licenses of all employees operating your company vehicles
- List of chemicals and fertilizers used & photocopy of each label
- \$50.00 fee in the form of cash, check, or money order

The following documents are required for completing your **snow plowing** permit for the current year.
Please bring with you **photocopies** of the following:

- Certificate of insurance showing proof of workman's compensation/disability coverage or waiver from the NYS Workmen's Compensation Board
- Certificate of liability insurance listing the Town of Haverstraw as an additional insured
- Vehicle registrations
- Vehicle insurance cards
- Drivers licenses of all employees operating your company vehicles
- List of all customers names & addresses
- \$50.00 fee in the form of cash, check, or money order

All copies MUST be clearly legible or your paperwork will be returned to you.

License year is from January 1st – December 31st.

Feel free to contact my office if you have any additional questions.

Sincerely,

Raquel Ventura
Raquel Ventura
Town Clerk