



CITY OF  
URBANA

HAULER BUSINESS LICENSE INSTRUCTIONS  
JULY 1, 2024 - JUNE 30, 2025

- Item I.** Provide information regarding the applicant.
- Item II.** Provide information for each vehicle, motorized and non-motorized (trailers), to be operated by the business used for the collection and/or transport of municipal waste, landscape waste, or recyclable materials from any generators within the City.
- Item III.** Attach a copy, with the submittal of the application, of the current IDOT Vehicle Inspection Report for those vehicles required to be safety tested pursuant to Illinois law, for each collection vehicle to be operated within Urbana.
- Item IV.** Attach a copy of the insurance policy/certificate(s), with the submittal of the application, for the types listed in the amounts required by Illinois law.
- Item V.** List the motorized vehicle(s), from Item II that will be used only for the collection of municipal waste. Each of these motorized vehicle(s) will require a vehicle registration sticker issued by the City.
- Item VI.** The Owner/Manager of the business must print and sign his/her name as provided on the application.

[Any person with an ownership of more than 20% in any entity which is required to purchase an annual Hauler's Business license may purchase one license for all such entities; provided, however, that any proceedings to suspend or revoke the license shall apply to all entities covered by that license. No proration or refunds shall be made for partial year Hauler Licenses or Vehicle Registration Stickers. However, the City shall transfer Vehicle Registration Sticker(s) to another vehicle only if the State will transfer the old license plates to the new vehicle. If the license plates are non-transferable, a new Vehicle Registration Sticker must be obtained from the City.]

**Each applicant shall submit an annual fee, with the application, in the form of a check in an amount equal to: \$386.00 (Hauler Business License Fee) plus \$195.00 (Vehicle Registration Sticker) for each motorized vehicle used to collect municipal waste. Make checks payable to: City of Urbana.**

**Completed application forms must be received no later than June 24 of each year to assure license issuance by July 1. Mail to: City of Urbana, Finance Department, 400 South Vine Street, Urbana, IL 61801**

