



**CITY OF SUGAR LAND**  
**Environmental & Neighborhood Services**

**Commercial Recyclable Material Operator License Application**

Company Name \_\_\_\_\_

Physical Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Office Phone \_\_\_\_\_ After Hours Phone \_\_\_\_\_

**Primary Contact:**

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Secondary Contact:**

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Quarterly Report Contact:**

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

II. Please attach a list showing each motor vehicle, by make, model and body style, to be used in the City.

III. Please attach a copy of the certificate of liability insurance for each motor vehicle identified in II. above in the amounts required by law.

IV. Please attach the license fee payment in the amount of \$212.76.

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**License Regulations**

In addition to other applicable requirements in Chapter 4, Code of Ordinances, and other ordinances:

- Each recyclable materials operator must keep for two consecutive calendar years:
  - Customer records, including customer name, address, service level information, and routing records consisting of the licensed vehicle numbers, collection day and daily routes; and
  - Scale house tickets, receipts, invoices, manifests, and other documents evidencing the collection of recyclable materials within the city and the recycling facility where the recyclable materials were delivered; and other pertinent papers in such form as the city may require.
- The recyclable materials operators must submit to the city:
  - Within 30 days following each September 30, December 31, March 31, and June 30, quarterly reports:
- Detailed by month showing the total tonnage of recyclable materials and each material type collected by tonnage by the recyclable materials operator during each month of the previous quarter;

- That include the list of names and addresses of the disposal location(s) of the recyclable materials collected within the city during the previous quarter;
- That includes the total amount of recyclable materials delivered at each disposal location each month of the previous quarter listed separately by material type;
- That shows the gross revenues earned each month within the city during the previous quarter; and
- That includes, in table format, the customer’s name, address, number of containers serviced, container type, size, and service schedule or on-call service.
  - Any additional reports reasonably requested by the city for the time period requested.

**Agreement**

I, \_\_\_\_\_, as authorized representative of the commercial recyclable materials operator named above and on behalf of such commercial recyclable materials operator:

(1) Certify that I have read, examined, and fully understand this Commercial Recyclable Material Operator License Application and Chapter 4, Article V. Commercial Solid Waste and Recyclable Materials Operators of the City of Sugar Land Code of Ordinances; and

(2) Agree that the commercial recyclable materials operator named above will comply with all City ordinances and federal and state laws and regulations governing (i) the collection, hauling, processing, and disposal of solid waste and (ii) the commercial recyclable materials operator’s activities .

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Please return the license application including required documentation and fee payment by mail or in person, to the following:

Mail:

City of Sugar Land  
Treasury Department  
P.O Box 5029  
Sugar Land, TX 77487-5029

***Or***

In person:

City of Sugar Land City Hall- Treasury Department  
2700 Town Center Blvd N.  
Sugar land, TX 77479

*Office hours are Monday through Friday 8 a.m. to 5 p.m., excluding City holidays.*