

# CITY OF MILLVILLE

## LICENSED TOWING OPERATORS

(Licensed Towing Operator- A towing operator who has complied with all provisions of the New Jersey Statutes and regulations and all of the provisions of these regulations and whose name appears on the list of licensed towing operators maintained by the Clerk of the City of Millville)

### LICENSE APPLICATION (Chapter 52, Article 13)

**\$250.00 Per Year**  
**The Annual License Shall Run From January 1<sup>st</sup> to December 31<sup>st</sup> of Each Year**  
**Attach Copy of State of New Jersey Business Registration Certificate**  
**Attach Copy of State of New Jersey Tax Sale Certificate**  
**Attach Copy of Company Insurance Policy**  
**Attach Copy of Vehicle Insurance Policy**  
**Attach Copy of Each Towing Vehicle Registration & Insurance Card**  
**Attach Copy of Certificate of Liability Insurance Naming City of Millville as Certificate Holder**  
**Attach Schedule of Storage and Towing Fees**

DATE OF APPLICATION: \_\_\_\_\_

FEE PAID: \$ \_\_\_\_\_

### OWNER INFORMATION:

NAME OF OWNER: \_\_\_\_\_ PHONE#: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Street Number Street Name

PO Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_

D.O.B: \_\_\_\_/\_\_\_\_/\_\_\_\_ DL#: \_\_\_\_\_ SS#: \_\_\_\_-\_\_\_\_-\_\_\_\_  
Month Day Year Attach Copy of DL and/or Legal Id

### BUSINESS INFORMATION:

NAME OF BUSINESS: \_\_\_\_\_ PHONE#: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Street Number Street Name

PO Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_

Towing Operators licensed pursuant to these regulations agree to provide the following 24 hour services:

- The removal and transporting of motor vehicles involved in a motor vehicle accident where the owner or lessee of the motor vehicle has not made a preference for the towing of his or her motor vehicle
- The cleaning and removal of all debris from the scene of the accident.
- Provide one boom tow truck with a minimum 10,000 pounds gross vehicular weight for winching services and dolly-wheel services at scenes of motor vehicle accidents where necessary and for related recovery work.
- Provide one flatbed tow truck with a minimum of 10,000 pounds gross vehicular weight for motor vehicles that cannot be towed in an ordinary fashion.
- The storage of motor vehicles removed and transported from the scene of a motor vehicle accident.

If for some unknown reason the licensed towing operators are unable to handle a particular situation, the City shall have the right to use whatever means necessary to accomplish the removal, transporting and storage of motor vehicles.

- The licensed towing operator, operating pursuant to the regulations indicated in Chapter 52, Article 13 of the City of Millville Municipal Code, is an independent contractor and is in no sense an agent, servant or employee of the City. Said operator shall at all times maintain direct supervision, management and control over all its employees and personnel engaged in the operation or services performed pursuant to these regulations.
- The licensed towing operator shall at no time sublet or assign his licensee, or any part thereof, for any purpose whatsoever

**CONTINUATION – LICENSED TOWING OPERATOR-2**

**COMPANY INSURANCE INFORMATION:**

NAME OF COMPANY INSURANCE: \_\_\_\_\_  
Attach Copy of Company Insurance Policy

ADDRESS: \_\_\_\_\_  
Street Number Street Name

PO Box City State Zip Code County

COMPANY INSURANCE POLICY NUMBER \_\_\_\_\_

**VEHICLE INSURANCE INFORMATION:**

NAME OF VEHICLE INSURANCE COMPANY: \_\_\_\_\_  
Attach Copy of Company Insurance Policy

ADDRESS: \_\_\_\_\_  
Street Number Street Name

PO Box City State Zip Code County

VEHICLE INSURANCE POLICY NUMBER \_\_\_\_\_

The licensed towing operator shall submit proof of insurance with the City Clerk that its towing vehicles and motor vehicle storage facility is insured by a reputable insurance company licensed to do business within the State of New Jersey with a standard general liability insurance policy. Said insurance policy shall provide for minimum monetary limits for any single occurrence as follows:

1. \$250,000 personal injury for any individual
2. \$500,000 aggregate personal injury for any single occurrence
3. \$100,000 property damage for any single individual
4. \$250,000 property damage for any single occurrence

- The aforesaid insurance policy shall also be written so as to include coverage to the licensed towing operator with respect to the property owned by others which is in the care, custody or control of the licensed towing operator.
- Said insurance policy shall provide coverage to the licensed towing operator due to fire, theft or vandalism of any motor vehicle in the possession or control of the licensed towing operator.
- Said insurance policy shall also provide that the City will be defended and indemnified by said insurance company.

**MOTOR VEHICLE STORAGE FACILITY INFORMATION:**

ADDRESS: \_\_\_\_\_  
Street Number Street Name

PO Box City State Zip Code County

**CONTINUATION – LICENSED TOWING OPERATOR-3**

- A licensed towing operator shall provide a motor vehicle storage facility that complies with the requirements of inside secured or outside secured as defined herein. Said motor vehicle storage facility shall be of sufficient size to accommodate at least 25 motor vehicles at one time. At no time shall any motor vehicles towed by a licensed towing operator be stored at any other location.
- The motor vehicle storage facility shall be staffed by the licensed towing operator during normal business hours and include 24 hour telephone service.
- The licensed towing operator shall not charge fees for towing service or for storage of motor vehicles in excess of the maximum rates and fees set forth herein or mandated by statutes or regulations of the State of New Jersey.
- The tow vehicles and storage facility provided by licensed towing operators shall be geographically located within an area prescribed by the Chief of Police, or his designated representative and shall allow for a reasonable response time not to exceed 15 minutes for removal and transporting motor vehicles from the scene of a motor vehicle accident occurring anywhere within the City.
- The towing fees and storage fees established by the licensed towing operator shall be conspicuously posted at the motor vehicle storage facility owned or operated by the licensed towing operator, along with the maximum fees established by these regulations.
- At all times the licensed towing operator shall maintain the motor vehicle storage facility in a clean and orderly fashion. Reasonable measures shall be taken by the licensed towing operator to prevent vandalism, theft or damage to motor vehicles stored therein.
- In the event that motor vehicles, which are towed and stored by the licensed towing operator are abandoned or unclaimed by the owners thereof, the licensed towing operator shall make no claim against the City, its agents or employees. Said motor vehicles shall be disposed of by the licensed towing operator pursuant to NJSA 39:10A-8 et seq. or other appropriate state statutes or state regulations.

**VEHICLE INFORMATION:**

**REMINDER**

**Attach Copy of Each Tow Vehicle (s) Registration & Insurance Card  
Attach Schedule of Storage and Towing Fees**

VEHICLE NO. 1 REGISTRATION: \_\_\_\_\_

LICENSE PLATE NO. \_\_\_\_\_ MAKE \_\_\_\_\_ YEAR \_\_\_\_\_

VEHICLE IDENTIFICATION #: \_\_\_\_\_

VEHICLE NO. 2 REGISTRATION: \_\_\_\_\_

LICENSE PLATE NO. \_\_\_\_\_ MAKE \_\_\_\_\_ YEAR \_\_\_\_\_

VEHICLE IDENTIFICATION #: \_\_\_\_\_

VEHICLE NO. 3 REGISTRATION: \_\_\_\_\_

LICENSE PLATE NO. \_\_\_\_\_ MAKE \_\_\_\_\_ YEAR \_\_\_\_\_

VEHICLE IDENTIFICATION #: \_\_\_\_\_

VEHICLE NO. 4 REGISTRATION: \_\_\_\_\_

LICENSE PLATE NO. \_\_\_\_\_ MAKE \_\_\_\_\_ YEAR \_\_\_\_\_

VEHICLE IDENTIFICATION #: \_\_\_\_\_

VEHICLE NO. 5 REGISTRATION: \_\_\_\_\_

LICENSE PLATE NO. \_\_\_\_\_ MAKE \_\_\_\_\_ YEAR \_\_\_\_\_

VEHICLE IDENTIFICATION #: \_\_\_\_\_

**CONTINUATION – LICENSED TOWING OPERATOR-4**

- The licensed towing operator shall provide tow vehicles capable of handling the transporting of heavy motor vehicles and equipped to provide appropriate towing service. Ten thousand pounds to 14,999 gross vehicular weight is regular duty. Fifteen thousand pounds gross vehicular weight and above is heavy duty. One tow vehicle must be at least 15,000 pounds gross vehicular weight.
- The licensed towing operator shall equip its tow vehicles to provide the following: mechanics tools to perform complete emergency work; towing and safety equipment; warning devices such as lights, flares and flags to warn other motor vehicle operators of the presence of a disabled vehicle.
- The tow vehicles provided by the licensed towing operator shall be of such type and design to properly and safely perform all towing services required by these regulations. Additionally, said tow vehicles shall at all times comply with New Jersey statutes and regulations and be subject to the inspection of the Chief of Police of the City or his designated representative.

**PLEASE NOTE:**

**This Towing Application Will Not Be Processed If The Required Documentation Is Not Attached: The following Checklist Has Been Provided For Your Convenience:**

- \_\_\_\_\_ **\$250.00 Check or Money Order**
- \_\_\_\_\_ **Copy of State of NJ Business Registration Certificate**
- \_\_\_\_\_ **Copy of State of New Jersey Tax Sale Certificate**
- \_\_\_\_\_ **Copy of Vehicle Insurance Policy**
- \_\_\_\_\_ **Copy of Each Tow Vehicle's Insurance Card**
- \_\_\_\_\_ **Copy of Each Tow Vehicle's Registration Card**
- \_\_\_\_\_ **Copy of Certificate of Liability Insurance Naming The City of Millville as Certificate Holder**
- \_\_\_\_\_ **Copy of Company Insurance Policy**
- \_\_\_\_\_ **Copy of Owner's DL**
- \_\_\_\_\_ **Copy of Company's Schedule of Storage & Towing Fees**

**CERTIFICATION OF APPLICANT FOR TOWING OPERATOR LICENSE:**

The City shall in no way be responsible for the acts of the licensed towing operator in performing the services contemplated by the regulations pursuant to Chapter 52, Article 13. Accordingly, the licensed towing operator hereby agrees to save and hold harmless the City of Millville from all manner of liability as a result of its actions whether of a negligent or intentional nature.

I, \_\_\_\_\_, hereby certify that I understand the terms, definitions and conditions of the Municipal Code of the City of Millville Chapter 52, Article 13, and agree to operate under said terms and conditions.

SIGNATURE OF APPLICANT: \_\_\_\_\_  
Signature Date

**CONTINUATION – TOWING OPERATOR LICENSE-5**

**FOR OFFICIAL USE ONLY**

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**ZONING OFFICE:**

\*APPLICATION WAS RECEIVED BY MY OFFICE ON \_\_\_\_\_  
Date Received By

APPROVED:  DENIED:  Zoning Officer \_\_\_\_\_  
Signature Date

A brief explanation, if license was denied: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**FIRE SUBCODE OFFICIAL AND/OR FIRE INSPECTOR:**

\*APPLICATION WAS RECEIVED BY MY OFFICE ON \_\_\_\_\_  
Date Received By

APPROVED:  DENIED:  Fire Official \_\_\_\_\_  
Signature Date

A brief explanation, if license was denied: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**CONSTRUCTION OFFICIAL:**

\*APPLICATION WAS RECEIVED BY MY OFFICE ON \_\_\_\_\_  
Date Received By

APPROVED:  DENIED:  Construction Official \_\_\_\_\_  
Signature Date

A brief explanation, if license was denied: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**CHIEF OF POLICE:**

\*APPLICATION WAS RECEIVED BY MY OFFICE ON \_\_\_\_\_  
Date Received By

APPROVED:  DENIED:  Police Chief \_\_\_\_\_  
Signature Date

A brief explanation, if license was denied: \_\_\_\_\_  
\_\_\_\_\_  
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**CONTINUATION – TOWING OPERATOR LICENSE-6**

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**\*ROBERT CONNER, MINTS INSURANCE AGENCY:**

\*APPLICATION WAS RECEIVED BY MY OFFICE ON \_\_\_\_\_  
Date Received By

APPROVED:  DENIED:  Robert Conner \_\_\_\_\_  
Signature Date

A brief explanation, if license was denied: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Upon the receipt of an application for a license, which necessitates an inspection or investigation before the issuance of the license, the City Clerk shall refer such application to the proper City officials for making the investigations within 48 hours of the date when the application was filed. The municipal officials charged with the duty of making an investigation or inspection shall make a written report, either favorable or otherwise within 10 days after receiving a copy of the application.

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**CITY CLERK/ADMINISTRATOR:**

\*APPLICATION WAS RECEIVED BY MY OFFICE ON \_\_\_\_\_  
Date Received By

APPROVED:  DENIED:  City Clerk/Adm. \_\_\_\_\_  
Signature Date

A brief explanation, if license was denied: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_