



December 13, 2019

**RE: Johns Creek Solid Waste Hauler's Registration Packet**

Solid Waste Hauler:

Pursuant to Chapter 42, Article II, Section 42-23 of the City of Johns Creek Code of Ordinances, solid waste haulers must register and enter into a contract in order to operate in the City. Solid Waste Haulers interested in doing business in Johns Creek must complete the following:

- Solid Waste Hauler Application\*
- Hauler's Information Sheet\*
- Johns Creek Solid Waste Collection Service Agreement
  - Affidavit of lawful presence
  - Private Employer Affidavit
  - Contractor Affidavit
  - Insurance Certificates
  - Performance bond

\*Attached are both fillable PDF and flat PDF versions of select forms for your use.

If you have any problems utilizing the fillable forms you can print out either version of the form and complete them as a normal hard copy form. If using the fillable forms, you will still need to print out a hard copy if a signature is required. Haulers must complete all forms and sign the completed Application Form and Johns Creek Solid Waste Collection Service Agreement (three agreement documents with original signatures are required), and return all completed original documents to:

City of Johns Creek  
Public Works Department  
11360 Lakefield Drive  
Johns Creek, GA 30097

Upon receipt, completed and signed agreement(s) will be forwarded to the City Manager for execution on behalf of the City. After an agreement is executed by the City, a Solid Waste Hauler's Registration Number will be issued and forwarded to the hauler along with one original of the agreement, and a supply of registration decals. The decals must be attached to each vehicle providing solid waste services within the City.

The executed agreement(s), application(s) and decal(s) will certify each hauler as a registered hauler with the City, permitting the hauler to operate in the City. More specifically, each

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executed agreement will authorize a hauler to collect and/or transport solid waste, recycling, yard trimmings, and bulky trash for residential and commercial customers.

Please review the insurance requirements in the Collection Service Agreement as they may have changed. The agreement(s) will not be executed until a current certificate of insurance meeting the requirements set out in the agreement(s) is (are) received by the City.

Included in the agreement(s) are the dates by which haulers must file reports with the City, on a quarterly basis, providing details about the hauler's activities including, but not necessarily limited to, the weight of garbage and recycling collected. All reports are required from each registrant.

The quarterly reporting dates are as follows:

- **First Quarter: April 30**
- **Second Quarter: July 30**
- **Third Quarter: October 30**
- **Fourth Quarter: January 30**

Failure to submit these reports quarterly will constitute a breach of the hauler's agreement and will subject the hauling company to potential enforcement actions up to and including being cited to the City's Municipal Court for noncompliance with the agreement and relevant City Ordinances, as well as the revocation of hauler's privilege to do business within the City of Johns Creek. Reporting forms are available, for pickup at City Hall during normal business hours, or online at <http://www.johnscreekga.gov/services/publicworks/solidwaste> or will be mailed to haulers upon request. **All completed and signed documents shall be returned to the City of Johns Creek, Public Works Department – 11360 Lakefield Drive, Johns Creek, GA 30097.**

Please return all required registration documents no later than January 13<sup>th</sup>, 2020. If you have any questions or comments concerning this or other solid waste issues, please feel free to contact the Operations Manager, Alton Matthews, at (678) 512-3266.

Sincerely,

Alton Matthews  
Operations Manager

## Public Works/Solid Waste