



BRUSH & COMPOST SITE ACCESS CARD REQUEST FORM

Please submit this form to request a card to access the Winsted Brush & Compost Site located at **300 Industrial Drive, Winsted, MN**. The site is for **resident/property owner use only**. **Contractors are allowed with stipulations.**

APPLICANT / CARDHOLDER INFORMATION

Applicant Name (first, last): _____

Applicant Street Address: _____

Applicant Mailing Address (if different from above): _____

Phone Number: _____ Alternate Phone Number: _____

Email Address: _____ License Plate Number: _____

Adult Household Members: _____

ACCESS CARD & FEES

Residential Fee per Card: **\$20.00** or as established by City fee schedule
Commercial Fee per Card: **\$250.00** or as established by City fee schedule.

CARDS ARE VALID FOR THE CALENDAR YEAR AND EXPIRE DECEMBER 31.

ACKNOWLEDGEMENT & SIGNATURE

Use of the Brush & Compost Site is permitted only in compliance with the City of Winsted Brush & Compost Site Policy and Rules, which may be amended from time to time.

By signing below, you acknowledge and agree to the following:

- I reside at or own the property listed on this form. (Not applicable to commercial contractors)
- I will comply with all City of Winsted Brush & Compost Site policies and rules.
- The access card is issued for my use and my household or business only and is non-transferable.
- I will not allow non-residents to use my access card to gain entry.
- If the access card is shared, misused, or used by non-residents, it may be deactivated and site access revoked.
- I understand that if the access card is lost or stolen, I must advise the City of Winsted immediately and payment may be required to obtain a new card. If the lost card is found, the City will not reimburse the replacement card fee.
- If I move, I understand the access card must be returned to the City.
- I understand the site may be under 24-hour video surveillance and violations may result in citation and loss of access.
- I understand that all items must be removed from bags, and bags must be disposed of properly off-site.
- Illegal disposal of materials not allowed at the site may be reported to the appropriate authorities and may result in citation and loss of access privileges.
- I understand that I may only dispose of materials specifically listed as acceptable yard waste.

Printed Name of Applicant

Date

Signature of Applicant

BRUSH & COMPOST SITE RULES

- **City of Winsted residents/property owners.** The site is available to Winsted residents and property owners. Access cards may only be used by the cardholder or their household members and may not be used by anyone else. Material disposed at the Site must be generated from the property which relates to the cardholder.
- **One access card per property.** Only one access card shall be issued per property.
- **Proof of Residency.** Users shall have proof of residency or property ownership available while at the Site. City staff may request such proof to ensure compliance with city policy.
- **Commercial Use.** Materials produced by commercial lawn, landscape, and tree businesses may be disposed of at the Site or brought to the Site with an access card. Material must be generated from City of Winsted properties.
- **Enforcement.** In addition to any other action permitted by law, City staff may deactivate card access and prohibit use of the Site by any person or household who violates applicable rules and policies.
- **Material to be debugged and separated.** All materials brought to the Site must be separated, debugged, and unloaded in the proper locations. No material may be left in bags, including compostable bags. All bags must be removed by the user (plastic, paper, compostable). No bags shall be left at the Site and shall be disposed of properly.
- **Regular Hours.** Generally, 7 a.m. to 7 p.m., seven days per week. Hours may vary, depending on lighting conditions.
- **Accepted Materials** include the following:
 - Leaves
 - Grass Clippings
 - Spring and Fall rakings/thatch
 - Vegetative garden waste (stalks, stems, leaves – no food)
 - Shrubs (no roots)
 - Sod
 - Christmas Trees
 - Straw and Hay (broken up and strings removed)
- **Prohibited Materials** consist of all materials not expressly listed as accepted materials above, including, without limitation, the following:
 - Logs/branches greater than 18 inches in diameter
 - Stumps
 - Roots
 - Bags (plastic, paper, compostable)
 - Rock, concrete or bituminous
 - Soil
 - Manure or animal waste
 - Food waste
 - Erosion Control Blankets or mats
 - Any non-yard waste material (metal, plastic, garbage, construction debris, landscape timbers, pallets, lumber-natural or chemically treated)
 - No material from outside City of Winsted limits
 - Appliances or electronics
- **Vehicle Weight Limit.** No vehicles over 19,500 GVW
- **Follow all posted signage and instructions.**

FOR OFFICE USE ONLY	
YEAR 1:	Date Paid: _____ Amount Paid: \$_____ Method of Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Card <input type="checkbox"/> Check_____
	Card No. Issued: _____ Staff Initials:_____ Card Deactivated. Date: _____
YEAR 2:	Date Paid: _____ Amount Paid: \$_____ Method of Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Card <input type="checkbox"/> Check_____
	Card No. Issued: _____ Staff Initials:_____ Card Deactivated. Date: _____
YEAR 3:	Date Paid: _____ Amount Paid: \$_____ Method of Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Card <input type="checkbox"/> Check_____
	Card No. Issued: _____ Staff Initials:_____ Card Deactivated. Date: _____
Check all that apply:	
<input type="checkbox"/> Proof of Residency Verified	
<input type="checkbox"/> Resident Moved	
<input type="checkbox"/> Replacement Card Issued. Date issued _____ Card Number _____	