

Department of Agriculture, Trade and Consumer Protection Bradley M. Pfaff, Secretary

Nursery Grower, Christmas Tree Grower, and Nursery Dealer License Applicants,

This is the license application form for the **2020** license year. Please complete the entire application and return it along with appropriate license fees. *The 2020 license period begins February 21, 2019 and continues through February 20, 2020.*

New! Apply and pay online at: https://mydatcp.wi.gov/ To renew a license online, contact us for a PIN to get started. If you are planning on growing and selling at least \$251 in nursery stock during the 2020 license year, you will need to obtain a **Nursery Grower License**. If you are planning on growing and selling at least \$251 in Christmas trees during the 2020 license year, you will need to obtain a **Christmas Tree Grower License**. If you are planning on purchasing and reselling at least \$251 of nursery stock during the 2020 license year, you will need to obtain a **Nursery Dealer License**. You may require, and apply for, any combination of licenses, depending on your business activities.

INSTRUCTIONS FOR COMPLETING THE LICENSE APPLICATION

SECTION 1 - BUSINESS AND CONTACT INFORMATION The *Legal Name of Applicant* is the legal name under which your company is registered with the Department of Financial Institutions, such as an LLC. If you are an individual or sole proprietor applicant, your *Legal Name of Applicant* is your full name. *Doing Business as Name or Trade Name* is the name that you or your customers informally use when referring to your business. Complete the remaining information in section one. If you have an interest in electronic correspondence with the department, enter an email address so that we may contact you in the future. Enter your mailing address in the corresponding box if it is different from the *Business Headquarters Address*.

In the two sections directly below the *Mailing Address* box, "*Check One*" and "*Check all that apply*", check the appropriate boxes that describe your business type. If you are applying as an individual/sole proprietor/married couple, you will need to submit your Social Security information (SSN) using the form following the application. If both Applicant and spouse are filing jointly as a sole proprietor, both will need to submit Social Security information.

SECTION 2 - PLANT LOCATION INFORMATION This section is for data regarding the land, fields, holding areas, sales locations, and any other relevant place for your business. The information provided here is used by our field staff, so provide as much information as possible. If you have a name for your location, provide it in the first box. If there is an address available for the location, provide it on the line below. If not, please list the nearest road. Enter the city, zip code, county name, and township or municipality name. Also, list the number of acres for each location, the road directions to the location, and check ALL *Location Use* types that apply to that location. To list additional locations, attach a separate sheet of paper containing the requested information, or print and use the Plant Location Supplemental Form found on our website or call to request one. If you have many plant locations you may alternately submit a spreadsheet with all the required information.

SECTION 3 - SALES INFORMATION Check all boxes that apply to the type of business you operate. If you ship nursery stock to other states from Wisconsin, it is recommended that you obtain a Plant Health Certificate (PHC). Many states require this documentation to accompany plant shipments. Shipments can sometimes be detained, destroyed, or rejected without this documentation. To find out more information about state shipping requirements, see the National Plant Board website at: http://nationalplantboard.org. To order a PHC, enter and include the required fee on the bottom of page two of the application.

SECTION 4 - PLANT TYPE INFORMATION (*Dealers need not complete this section.*) Enter the estimated <u>number</u> of acres on which you grow any of the listed specific types of nursery stock products. You may enter partial acres in decimals. For example, if you have a three-acre field where you grow 2.5 acres of deciduous trees and half an acre of perennials, you would mark 2.5 next to *Deciduous Trees and Shrubs* and .5 next to *Perennials*. The following will assist you with calculating small land parcel or plot information: ³/₄ acre = .75, ¹/₂ acre = .5, ¹/₄ acre = .25, 1/8th acre = .125, 1/16th acre = .0625. If you would like to indicate greenhouse-grown, containerized, or potted materials, you can simply enter ".001". If you grow Christmas trees, please check all tree types that apply under "Christmas Trees Grown".

SECTION 5 - NURSERY SOURCE INFORMATION List only the sources of plant materials that can survive a winter in Wisconsin such as trees, shrubs, and woody and herbaceous perennials; includes seedlings bought for eventual sale as Christmas trees. When providing this information, please do not include sources that provide you only mulch, stone, gravel, landscaping materials, or any other non-plant materials. Nursery source information is strictly voluntary, and is used as a valuable program tool to "trace back" and control plant pest and disease outbreaks. Please list the business name, city, state, and phone number (or any information you have) in the nursery source information spaces.

SECTION 6 - LICENSE AND FEE CALCULATION Complete the fee table that corresponds to *each* license type for which you are applying. Each table represents a separate license with the Department. You may apply for one or any combination of the three license types.

To calculate the fee for your <u>Nursery Dealer License</u>, check the box that correlates with last year's gross annual *purchases* of nursery stock for resale. If you have multiple sales locations, you only need *one license* and the fee is based on the *cumulative* purchases across all your WI locations combined. To calculate the fee for a <u>Nursery Grower License</u>, check the box that correlates with last year's gross annual *sales* of nursery stock that you grew. To calculate the fee for a <u>Christmas Tree Grower License</u>, check the box that correlates with last year's gross annual *sales* of Christmas trees that you grew.

It is important to note that the tables are designed to assist you in the calculation of the dollar amount due. They are *not* used to determine if you must obtain a license for the license period. For example, if your gross annual sales of nursery stock for last year did not exceed \$250 (no license needed), and you are anticipating selling more than \$250 this year, you will need to purchase a Nursery Dealer License for this year. In these types of situations, use your best-faith estimate to calculate the sales or purchases for the coming year. If you are confident that you will not sell more than \$250 of stock this year, then you do not need a license. This reasoning also applies to a Christmas Tree Grower and a Nursery Grower License.

Under Wisconsin law, you need to obtain a Nursery Grower, Nursery Dealer, and/or Christmas Tree Grower License every year based on your business.

Only use the revenue that is generated for each individual license type to calculate that specific license fee, otherwise you could be paying more than necessary. For example:

<u>Last Year:</u> <u>Enter on the application:</u>

Purchased \$25,000 nursery stock for resale Table 1 Nursery Dealer Fees – check box \$20,001 to \$100,000 for \$100

Grew and sold \$3,300 of your own nursery stock Table 2 Nursery Grower Fees – check box \$251 to \$5,000 for \$40

Grew and sold \$7,000 worth of Christmas trees Table 3 Christmas Tree Grower Fees – check box \$5,001 to \$20,000 for \$55

Below the fee tables, enter the fee amount(s) from the corresponding tables. Enter their combined total in the *License Fee Total* box. *Note the late fee does not apply to new licenses*. If requesting either a Nursery Stock Plant Health Certificate (PHC), or Christmas Tree PHC, enter \$50 in the corresponding box for the certificate fee. If you need <u>BOTH</u> a Nursery Stock PHC and a Christmas Tree PHC, you will need to enter \$50 in both boxes to cover both PHC's. Total all the lines and enter it in the *Total Amount Due* box. These are your license fees that are due to DATCP. Remember to sign and date your application at the bottom of the form.

The total amount due for your nursery license(s) should be submitted as one check payable to: WDATCP, or Wisconsin Department of Agriculture, Trade and Consumer Protection

Mail the completed application and check to:

State of Wisconsin DATCP, Box 93598, Milwaukee WI 53293-0598

To expedite your licensure:

- ✓ NEW: Apply or renew, and pay, online at: https://mydatcp.wi.gov/
- ✓ Be sure to fill out the form completely.
- ✓ Remember to sign and date the form! Incomplete or unsigned applications will be returned.
- ✓ Remember to include both the completed application and check in the envelope.

FOR ADDITIONAL LICENSE INFORMATION, FREQUENTLY ASKED QUESTIONS, AND COMPLETED APPLICATION EXAMPLES, SEE OUR WEBSITE AT: https://datcp.wi.gov, Keyword search: Nursery

Questions? If you have questions or concerns about nursery licensure, you may contact the License/Permit Program staff via email at DATCPNursery@wisconsin.gov, or call (608) 224-4574. Please be aware that based on the volume of inbound calls regarding licensure, the return time on your phone call may be several days. Please allow four to five weeks for your license to be processed and mailed.

ARM-PI-477.docx (rev 04/18)



WI Department of Agriculture, Trade and Consumer Protection Division of Agricultural Resource Management

Bureau of Plant Industry

PO Box 93598, Milwaukee WI 53293-0598

Phone: (608) 224-4574, Email: DATCPnursery@wi.gov

| Application Type | | | | | | | | |
|--------------------|--------------------|--|--|--|--|--|--|--|
| ☐ New | ☐ Renewal ☐ Cancel | | | | | | | |
| License Number(s): | | | | | | | | |
| ☐ Dealer # | | | | | | | | |
| ☐ Grower # | | | | | | | | |
| ☐ Ch.Tree Grower # | | | | | | | | |

WI Nursery Grower, Nursery Dealer and Christmas Tree Grower License Application For the license period ending February 20, 2020 (Section 94.10, Wis. Stats.)

| Tor the license perior | a chang i ci | or daily 20, 2020 | Occion | 74.10, 1116 | s. Olais.) | | | | | | | | | |
|--|------------------|----------------------|--------------|--------------|--|----------|-------------------------------|---------------------|------------------------|-----------------|-----------------------------|------|---|--|
| SECTION 1 - BUSINESS AND CONTACT INFORMATION | | | | | | | | | | | | | | |
| LEGAL NAME OF APPLICANT(S) | | | | | | | | | PHONE: | | | FAX: | | |
| DOING BUSINESS AS NAME OR TRADE NAME | | | | | E-MAIL | | | | | | () - | | | |
| | | | | | | E-WAIL | | | | | | | | |
| CONTACT PERSON | | | | | | BUSINI | ESS H | EADQUARTERS C | OUNTY | | | | | |
| BUSINESS HEADQUARTE | ERS ADDRESS | | | | | | CITY | | | | STATE | ZIP | | |
| MAILING ADDRESS (if different than business headquarters address) | | | | | | CITY | | | | | STATE | ZIP | | |
| APPLICANT TYPE - CHECK ONE | | | | | | | | | | | | | | |
| ☐ Individual/Sole Prop/M | - | ППС | ПП | Legally For | med Partn | ershin | | ther (please specif | v). | | | | | |
| ☐ Cooperative | named Couple | ☐ Corporation, If | I | | | ersnip | | iner (piedae apeen | y)- | | | | | |
| TYPE OF BUSINESS - CH | ECK ALL THAT | | | , | | | | | | | | | | |
| Greenhouse | □ Nursery | ☐ Garden Ce | nter | | Ch. Tree | Farm | Landscaper/Architect/Designer | | | | ☐ Grocery or Hardware Store | | | |
| ☐ Plant Broker | Florist | ☐ Temporary | or Season | al 🔲 | Retail Ch | ain Stor | е | Residence | Other: | | | | | |
| SECTION 2 DI ANT LOCA | TION(S) INFORM | ATION K vou bovo | nava than tu | vo locations | Dlant | Loootion | aunal | amantal farm availa | ble coline or by recon | | | | | |
| SECTION 2 – PLANT LOCATION | HON(S) INFORM | ATION. If you have r | nore than to | vo locations | , use Plant | Location | suppi | emental form avalla | ble online or by requi | est. | | | | |
| LOCATION NAME | | | COUNTY | ′ | | | | | TOWN OR MUNICIP | PALITY | | | _ | |
| | | | | | | | | | | | | | | |
| STREET ADDRESS OR N | EAREST ROAD | IF NO ADDRESS | | | | | CITY | | | | STATE | ZIP | | |
| EXACT ROAD DIRECTIONS TO FIELD (attach plat maps or other maps, if available) | | | | | | | | PROPERT | I TYNUMBER | | | | | |
| Verment in the state of the | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | ACREAGE | | | _ | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| LOCATION USE - CHECK | ALL THAT APP | PLY | | | | | | | | | | | | |
| □ Nursery Stock Held Here □ Christmas Trees Grown He | | | | | | | re | | | | | | | |
| ☐ Nursery Stock Grown | Here | | | | | ☐ No | Plants | Kept Here | | | | | | |
| SECOND LOCATION | | | T | | | | | | | | - | | | |
| LOCATION NAME | | COUNTY | | | | | | | TOWN OR MUNIC | OR MUNICIPALITY | | | | |
| STREET ADDRESS OR NEAREST ROAD IF NO ADDRESS | | | | | CITY | | | | STATE | ZIP | _ | | | |
| | | | | | | | | | | | | | | |
| EXACT ROAD DIRECTIONS TO FIELD (attach plat maps or other maps, if available) PROPERTYNUMBER | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | ACREAGE | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| LOCATION USE - CHECK | | PLY | | | | | | | | | | | | |
| | | | | | ☐ Christmas Trees Grown Here ☐ No Plants Kept Here | | | | | | | | | |
| ☐ Nursery Stock Grown | Here | | | | | ∐ No | Plants | Kept Here | | | | | | |
| SECTION 3 - SALES INFOR | MATION | | | | | | | | | | | | | |
| This Business Ships to O | ther States | | ☐ Yes | □ No | o If yes, to which states? | | | | | | | | | |
| This Business Sells Barb | erry | | ☐ Yes | □No | If yes, to which states? | | | | | | | | | |
| This Business Sells Whol | lesale | | ☐ Yes | □No | | | | | | | | | | |
| This Business Sells Over | the Internet | | ☐ Yes | □No | If yes, web address: | | | | | | | | | |
| This Business Sells by M | ail Order | | ☐ Yes | □No | | | | | | | | | | |
| Plants Are Only Sold Loc | ally (i.e. Farme | rs Markets) | ☐ Yes | □No | | | | | | | | | _ | |
| | | | | | | | | | | | | | | |

| | | TION. | | | | | | | | | | | | | |
|---|-----------|--------------------|--|------------------------|--|--|-------------------------------|---------------|---|--------------------------|--------|--------------------|-------------|--------|---------|
| SECTION 4 - PLANT TYPE INFORMATION INDICATE BELOW ACREAGE OF ITEMS YOU PRODUCE FOR SALE | | | # of Acres | | INDICATE BELOW ACREAGE OF ITEMS YOU PRODUCE FOR SALE | | | | # of Acres | | | | | | |
| Coniferous Trees | | | 11 01710700 | | Perennials | | | | OU PRODUCE FOR SALE | | | 710700 | <u> </u> | | |
| Coniferous Tree Seedlings and Transplants | | | s | Small Fruits | | | | | + | | | | | | |
| Deciduous Trees and Shrubs | | | | Α | quatics | | | | | | | | | | |
| Deciduous Tree Seedlings and Transplants | | | | Н | lerbs | | | | | | | | | | |
| Deciduous Shrub Seedlings and Transplants | | | | С | Other Corms, E | Bulbs, E | tc. | | | | | | | | |
| Wildings | | | | | | С | Christmas Tree | e Acreag | je | | | | | | |
| Native Prairie Plants/Grass | es | | | | | TOTAL ACREAGE | | | | | | | | | |
| CHRISTMAS TREES GROW | N - CHE | ECK ALL THAT A | APPLY | | | | | | | | | | | | |
| ☐ Balsam Fir | ☐ Car | naan Fir | Fir Douglas Fir | | | n No | | Iorway Spruce | | Pine White Spruce | | White Spruce | | | |
| ☐ Blue Spruce | ☐ Cor | ncolor Fir | □F | raser Fir | ☐ Red/Austrian Pine ☐ White P | | | Pine | e Other: | | | | | | |
| SECTION 5 - NURSERY SOUR | RCE INF | ORMATION. If yo | ou have mor | e than 12 s | ources, use N | lursery | Sources supp | lemental | form availab | ole online or by rec | quest. | | | | |
| NURSERY NAME | | CITY, | STATE, PH | ONE | | | NURSERY NA | AME | | C | CITY, | STATE, PHONE | | | |
| 1. | | | | (|) - | | 2. | | | | () - | | | | |
| 3. | | | | (| () - 4 | | 4. | | | | () - | | | | |
| 5. | | | | (|) - | | 6. | | | | () | | | _ | |
| 7. | | | | | <u> </u> | - | 8. | | | | () | | | | |
| 9. | | | | |) | | 10. | | | | () | | | | |
| | | | | | <u> </u> | | | | | | | | | | |
| 11. | | | | (|) - | | 12. | | | | | (| | - | |
| SECTION 6 - LICENSE FEE A | ND CAL | CULATION | | | | | | | | | | | | | |
| Based on the definitions below, please choose one or more license type to apply for. You may apply for a Nursery Grower, Nursery Dealer, Christmas Tree Grower or any combination thereof using this form. Mark the correct fees for your license(s). DEFINITIONS: Nursery Stock - Any plant that can overwinter outdoors in Wisconsin. (Trees, shrubs, woody and herbaceous perennials, perennial herbs, bulbs, etc.) Nursery Dealer - Purchases and re-sells nursery stock, usually seasonally. Does only what is needed to keep plants alive and healthy until sale. Nursery Grower - Purchases seeds, seedlings or small plants and grows the plants in fields or containers to maturity for eventual sale. May also take cuttings, split or propagate plants to maturity for eventual sale. | | | | | | | | | | | | | | | |
| Christmas Tree Grower - Grows evergreen trees for the eventual sale as Christmas trees. Table 1) NURSERY DEALER FEES Table 2) NUI | | | | | | SERY GROWER FEES Table 3) CHRISTMAS TREE GROWER FEES | | | | | | | | | |
| | | | ROSS ANNUAL SALES OF NURSERY STOCK YOU GROSS ANNUAL SALES OF CHRISTM PRODUCED PRODUCED | | | | | | | | YOU | | | | |
| If gross annual sales of Nursery Stock do not exceed | | | \$250, No License is issued. | | | | | | Christmas tree sales I, No License is issu | | ot exc | ceed | | | |
| PURCHASES | | FEE | | SALES | | | FEE | | SALES | | | FEE | | | |
| \$5,000 or less | | \$30 | | \$251 to | \$5,000 | | <u> </u> | | \$251 to \$5,000 | <u>0</u> | | \$20 | | | |
| \$5,001 to \$20,000 | | \$50 | | \$5,001 to \$20,000 | | | \$75 | | \$5,001 to \$20,000 | | | \$55 | | | |
| \$20,001 to \$100,000 | | \$100 | | \$20,001 to \$100,000 | | | \$125 | | \$20,001 to \$100,000 | | | \$90 | | | |
| \$100,001 to \$200,000 | | \$150 | | \$100,001 to \$200,000 | | | \$200 | | \$100,001 to \$200,000 | | | \$150 | | | |
| \$200,001 to \$500,000 | | \$200 | | \$200,001 to \$500,000 | | | \$350 | | \$200,001 to \$500,000 | | | \$250 | | | |
| \$500,001 to \$2,000,000 | | \$300 | | | 1 to \$2,000 | ,000 | | \$600 | | \$500,001 to \$2,000,000 | | | \$450 | | |
| \$2,000,001 to \$3,000,000 | 1 ' | \$400 | | >= \$2,0 | | | | \$1,200 | | >= \$2,000,001 | | | \$900 | | |
| >= \$3,000,001 .0005 X Annual Purchases Gross Annual Sales: G | | | | | | | | | | | | | | | |
| * WHAT IS A PHC? A PHC | | | | • | | | FEE AMOUNT FROM TABLE 1 ABOVE | | | | | | | | |
| can and should be sent with | • | • | | | | | FEE AMOUNT FROM TABLE 2 ABOVE | | | | | | | | |
| states require this certificate and will destroy, detain or refuse plants or plant mat is not accompanied by a PHC. Although we do not require this certificate, we stro | | | | | | FEE AMOUNT FROM TABLE 3 ABOVE | | | | | | | | | |
| recommend obtaining one if you are shipping nursery stock out of Wisconsin. | | | | | | LICENSE FEE TOTAL | | | | | | | | | |
| For more information about nursery licensing and shipping plants or plant products, see our website at http://datcp.wi.gov . There, you can find all licensing forms and a complete list of frequently asked questions regarding nursery licensing with the State of Wisconsin. | | | | | ADD 20% OF LICENSE FEE TOTAL IF POSTMARKED AFTER FEB. 20 | | | | | | | | | | |
| MAKE CHECK PAYABLE TO: WDATCP | | | | | ADD \$50.00 IF YOU WOULD LIKE A NURSERY STOCK PHC * | | | | | | | | | | |
| MAIL APPLICATION FORM AND CHECK TO: STATE OF WISCONSIN WDATCP | | | | | ADD \$50.00 IF YOU WOULD LIKE A CHRISTMAS TREE PHC * | | | | | | | | | | |
| BOX 93598 | DATC | 7 | | | | | | | | | | | | | |
| MILWAUKEE, WI 53293-0 | | E. For onellas- | to who bal | 1 multiple ! | iconcos ···i+- | DATO | CP planes in - | ludo se | monto for t | ho abovo 2 min | | CONSOS ONLY POY ON | | , lioo | |
| TO EXPEDITE YOUR LICI certificates (i.e. Commercia | ıl Applic | cator, Fertilizer, | Milk Haule | r, etc.) with | n separate pa | aymer | nts. Or instead | | | | • | | otner | ııcen | ises of |
| I CERTIFY ALL THE INFORM | IATION | THAT I PROVID | E ON THIS | FORM TO | BE TRUE A | ND AC | CURATE. | | | | | | | | |
| | | | | | | | | | | | | | | | |

ARM-356 (Rev . 3/17)



Wisconsin Department of Agriculture, Trade and Consumer Protection *Division of Agricultural Resource Management* P.O. Box 8911

Division of Agricultural Resource Management
P.O. Box 8911
Madison, WI 53708-8911
608-224-4500

| For Office Use Only | | | | | |
|---------------------|--|--|--|--|--|
| License Number: | | | | | |
| Date Received: | | | | | |

Request for Social Security Number (SSN) (Wis. Stat. § 93.135)

PLEASE READ THIS IMPORTANT NOTICE

PLEASE COMPLETE THIS FORM, ATTACH IT TO THE APPLICATION, AND RETURN IT IN THE ENVELOPE PROVIDED OR MAIL IT TO THE ADDRESS LISTED ON THE APPLICATION.

Wis. Stat. § 93.135 requires the Department to collect the Social Security Number (SSN) of every Sole Proprietor or individual applying for an original license, registration, permit or certificate. This also applies to married couples listed on the same license. Please copy and complete an additional form for a spouse to be included on the license.

This requirement **DOES NOT APPLY TO:**

INDIVIDUAL'S NAME

- Any of the following: Limited Partnerships, Limited Liability Partnerships (LLP), Limited Liability Companies (LLC), Corporations or Cooperatives. Please do not substitute a Federal Employer Identification Number (FEIN) for the SSN, even if you are an individual that holds both of these numbers.
- 2. General Partnerships. However, any licensee operating as a <u>General Partnership must provide a copy of the legal</u> partnership agreement, or page 1 of its most recently filed IRS form 1065, as proof of their exemption from the requirement (return documentation with your application).

Wis. Stat. § 93.135 requires the Department to collect the SSN from each applicant who is an individual or a sole proprietor and provide it to the Department of Children and Families. The Department will handle and protect the confidentiality of SSN in accordance with its Security of Personal Information policy.

BY LAW, THE DEPARTMENT MAY NOT ISSUE A LICENSE, CERTIFICATE, REGISTRATION, OR PERMIT TO AN INDIVIDUAL OR SOLE PROPRIETOR UNTIL THE APPLICANT PROVIDES HIS OR HER SSN.

| First | Middle | Last |
|-----------------------------------|---|-----------------------------|
| ALSO OPERATING UNDER THE FOLLO | OWING BUSINESS NAMES (please list if a | ny): |
| | | |
| | | |
| SOCIAL SECURITY NUMBER (Individua | als and Sole Proprietors must provide the | eir SSN) DO NOT SUPPLY FEIN |
| | | |

NOTE: If this license, permit, certificate, or registration is to be issued to a married couple, each individual must complete a separate form and return it with the application. This form can be photocopied/duplicated. Each individual must complete a separate form.

Social Security Numbers provided are CONFIDENTIAL under Wis. Stat. § 93.135(2). The Department is prohibited from the disclosure of an applicant's Social Security Number to any entity other than the Department of Children and Families.