CITY OF ELMHURST

Community Development Department
209 NORTH YORK STREET
ELMHURST, ILLINOIS 60126-2759
(630) 530-6019 – Fax (630) 530-3127
www.elmhurst.org

STEVEN M. MORLEY
MAYOR
PATTY SPENCER
CITY CLERK
ELAINE LIBOVICZ
CITY TREASURER
JAMES A. GRABOWSKI
CITY MANAGER

APPLICATION OF RECYCLING & DONATION COLLECTION BINS

*****PLEASE PRINT*****

Property Address where box is located: _____
Property Identification Number (PIN): _____ # of boxes on property:_____
Charitable/Non-Profit Organization: _____ Business Organization: _____ New or Renewal
Size of Bins: Height_____ Depth _____ Footprint Area _____
Size of Bins: Height_____ Depth _____ Footprint Area _____

Organization Info:

Organization Name:_____
Address:_____ City: _____ State: _____ Zip_____
Company Phone: _____ Cell Phone: _____ E-Mail: _____
Applicant Last Name: _____ First Name:_____
Emergency Contact Person _____ Phone # _____
Signature of Applicant: _____ Date: _____

Property Owner (Site Host) Info:

Property Owner Last Name: _____ First Name: _____
Property Owner Address: _____
Address:_____ City: _____ State: _____ Zip_____
Company Phone: _____ Cell Phone: _____ E-Mail: _____
Signature of Property Owner: _____ Date: _____

Mail all info to: City of Elmhurst – Zoning Department 209 N. York, Elmhurst, IL 60126
(Checks payable to City of Elmhurst)
*****All information must be complete and approved before a permit can be issued*****

Office Use only:
Date Received: _____Valid From : _____Expires:_____
Sticker # _____ Amount Received: _____ Ck/CC/Cash _____

__ Written Consent
__ Evidence of Ownership
__ Evidence of Ownership
__ Current Plat/Rendering
__ Insurance
__ Bond

Non-Profit
__ IRS Letter
__ Evidence of Registration
__ Good Standing Certification

Approved by_____ Date _____

☐ 1. Completed Recycling and Donation Collection Bin application. (Valid for 1 year)

☐ 2. Written consent from the Site Host to place the Collection Bin on the property, including name, address and telephone number of site host.

☐ 3. Evidence of ownership such as copy of deed, affidavit, contract purchase, or disclosure of beneficial trust

☐ 4. Current plat of survey showing lot lines, any buildings on the property and legal description of the subject property

☐ 5. Site plan delineating the proposed collection bin and proof of adherence to Section 16.13 of the Elmhurst Municipal Code

☐ 6. Rendering of proposed collection bin including illustration of information label requirements of Section 16.13 (h).

☐ 7. Certificate of liability Insurance of at least One Million ($1,000,000) Dollars covering the operation of Permittee's Collection Bins

☐ 8. Performance bond for a minimum of Ten Thousand ($10,000) Dollars, which bond shall guarantee adherence to these restrictions. Such bond must be provided to the City prior to the delivery and placement of any Collection Bin

☐ 9. Application fee: $75.00 for business organizations and $25.00 for any charitable and/or nonprofit organization. (Checks may be made payable to the City of Elmhurst).

☐ 10. Statement of Profit or Non-Profit with charitable causes listed for non-profit or statement that donations are non-deductible if a for-profit company.

☐ 11. If the applicant claims to be a qualified **nonprofit** entity the following 3 items are required:

a) Copy of the determination letter issued by the Internal Revenue Service stating that the applicant is a public charity exempt under Internal Revenue Code Section 501(c)(3);
b) Evidence of registration and that the annual financial report has been filed with the Illinois Attorney General's Office and;
c) Certificate of good standing issued by the Illinois Secretary of State.

If the applicant is a **business**, a certificate of good standing issued by the Illinois Secretary of State. A certificate of good standing must not be older than three (3) months at the time of application for a permit.