



UNATTENDED COLLECTION BOX APPLICATION

City of Joliet-Building Services
150 West Jefferson Street
Joliet, Illinois 60432
Office 815.724.4070 Fax 815.724.4080
Website: www.cityofjoliet.info

Office Use Only:
Date Received: _____
Date Issued: _____
Permit #: _____
License sticker #: _____

This application pertains to the following types of unattended collection boxes: A metal or resin box operated by any person, entity, association or organization who places the unattended container, receptacle or similar device used for the solicitation and collection of clothing or other salvageable personal property.

As per Article XV, Chapter 18 of the Joliet Code of Ordinance, a collection box shall not be placed by any individual or corporation unless the sponsor shall have first obtained from the City Manager or his designee a collection box permit.

How to Apply: Please complete the following application and provide additional required information. Submit application to address above. *(Each collection box is required to have a separate permit therefore; an application must be submitted for each collection donation box):*

_____ New Box _____ Renewal

GENERAL INFORMATION:

Box Operator/Permittee Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

E-mail Address: _____

Property Owner Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

E-mail Address: _____

LOCATION OF COLLECTION BOX:

Property Address: _____

Parcel Tax Number/ P.I.N.: _____

Type of Merchandise (clothing, shoes, books, etc.): _____

Dimensions of box (maximum not to exceed 4' x 5'x 6.5' height):

Length: _____ feet

Width: _____ feet

Height: _____ feet

Material of collection box:

_____ Metal

_____ Resin

Is proposed box at least 400' from nearest property line of any lot which has a permitted collection box?

_____ Yes

_____ No

Is proposed box at least 1,000' from nearest permitted collection box(s)?

_____ Yes

_____ No

Is proposed box to be located within 1' (one foot) away from an existing permitted box with a valid permit sticker?

_____ Yes

_____ No

REQUIRED DOCUMENTS TO INCLUDE WITH APPLICATION:

- Example of contact information to be displayed on collection box (2" type minimum and weather-resistant) visible from front of box: Name, Address, E-mail address and Telephone number of Operator/Permittee.
- Verification that site is not a vacant parcel or a location of a vacant principal structure.
- Site Plan/Plat of Survey labeling location of proposed collection box and distance to property lines in all directions (See attached example). ** No permit shall be issued for a collection box that does not comply with the spacing requirements.*
- Plat of Survey indicating the distance from proposed collection box to any permitted collection box(s). ** No permit shall be issued for a collection box that does not comply with the spacing requirements.*
- Notarized Owner Authorization (Form provided below). The application shall also be accompanied by reliable evidence that the property owner has authorized the placement of a collection box at the proposed location: the certification or affidavit of the property owner that the operator has been granted approval to place the box.

