



## 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](http://www.cityofjoliet.info)

***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.)*

### **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.
- Site Plan that shows the proposed location of the collection box and provides measurements that illustrate the location requirements of this Ordinance (See Page Two of the Application: "Location Requirements of the Unattended Collection Box"). *\* No permit shall be issued for a collection box that does not comply with the location requirements of this Ordinance.*
- Recent color photo that shows the proposed location of the collection box. May be submitted as a photocopy on a 8.5x11.

***Do NOT include payment with Application. Payment due upon City approval. Initial Registration fee is \$250.00 and Renewal fee is \$50.00. Upon initial approval and renewal a permit sticker will be issued. The sticker must be affixed to the front of collection box in a visible area.***

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**Office Use Only:**  
Date Received: \_\_\_\_\_  
Date Issued: \_\_\_\_\_  
Permit #: \_\_\_\_\_  
License sticker #: \_\_\_\_\_

## **LOCATION OF COLLECTION BOX:**

Property Address: \_\_\_\_\_  
Parcel Tax Number/ P.I.N.: \_\_\_\_\_  
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: \_\_\_\_\_

## **DESCRIPTION OF COLLECTION BOX**

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

LOCATION REQUIREMENTS OF THE UNATTENDED COLLECTION BOX	YES	NO
1. The box is not in a residential zoning district.		
2. The box is not on a required parking space or within the sight triangle as defined in Section 47-17.6(4) of the Zoning Ordinance.		
3. The box is not on an unimproved lot or parcel of land or on property where the principal use of the land has been closed or unoccupied for more than 30 days.		
4. The box is at least 10' from a public or private sidewalk; a public right-of-way; a driveway; or a side or rear property line of adjacent property used for residential purposes.		
5. The box is at least 400' from nearest property line of any lot which has a permitted collection box.		
6. The box at least 1,000' from nearest permitted collection box(s).		
7. The box is placed on a level, hard (asphalt or concrete) paved, dust-free surface.		
8. The box does not: <ul style="list-style-type: none"> <li>• Encroach upon or obstruct a designated fire lane or building exit;</li> <li>• Interfere with an access drive, off-street parking lot maneuvering lane and/or required off-street parking space to an extent which would cause safety hazards and/or unnecessary inconvenience to vehicular or pedestrian traffic;</li> <li>• Encroach upon an access drive, off-street parking lot maneuvering lane and/or required off-street parking space.</li> </ul>		
9. If there are two boxes, the boxes are located side-by-side and no more than one foot apart ( <i>City Ordinance allows a maximum of two boxes per lot</i> ).		
10. Did you speak with the property owner regarding the placement of the box(es)?		
11. Do you have a lease agreement with the property owner for collection box (es)?		

I hereby certify that the information provided in this application is true and correct to the best of knowledge and I have not provided false or misleading information. Also, the Operator/Permittee shall be jointly and severally liable for each violation and for payment of any fine and costs of abatement.

\_\_\_\_\_  
Name of applicant (print)

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

**OFFICE USE ONLY:**

The above-listed collection box meets all requirements necessary for a collection box permit, as per the Article XV, Chapter 18 of the Code of Ordinance. A collection box permit is not transferable to any other person or organization, and the City Manager may revoke a collection box permit which does not adhere to required conditions of Article XV, Chapter 18 of the Code of Ordinance.

\_\_\_\_\_  
Martin J. Shanahan, Interim City Manager (or designee)