



**COLLECTION BIN PERMIT PROGRAM
 APPLICATION CHECKLIST**

Please find attached an application for a permit to install or maintain any collection bin outdoors on private property in the City of Chicago. Failure to submit all the requirements will delay the processing of your application.

No faxes will be accepted. Please return this application and all the associated documents by mail or in person to:

City of Chicago
 Department of Business Affairs and Consumer Protection
 Division of Compliance and Investigations – Public Way Use Unit
 Customer Service Center
 333 South State Street, LL30
 Chicago, Illinois 60604

- Completed Application** including Alderman’s signature and signed Acceptance of Permit Terms*
- Copy of Recorded Property Deed**
- Detailed Drawing (Site Map)**
 - Position of all permanent structures, including but not limited to, buildings and driveways located within the lot
 - Location of all streets, alleys, fire hydrants, light poles and traffic control signs adjacent to the lot
 - Lot lines
 - Location of proposed collection bin(s)
 - Key for explanation of symbols
- Pictures of proposed site/property**
- Pictures of proposed collection bin**
- Application/Permit Fee per Lot paid in advance: \$200.00**
 - Methods of accepted payment:
 Personal Check, Money Order, Cashiers Check or Certified Check
 - Please make payable to:
 City of Chicago – Department of Revenue
 121 N. LaSalle Street, Room 107
 Chicago, Illinois 60602

*Disclaimer: This application may only be completed by the property owner.



**COLLECTION BIN PERMIT PROGRAM
 APPLICATION**

ACCOUNT/DREV INFORMATION:

Account/DREV Number: _____ Site Number: _____

PROPERTY OWNER INFORMATION:

Name: _____ Title: _____
 Home Address: _____ City: _____ State: _____ Zip: _____
 Work Address: _____ City: _____ State: _____ Zip: _____
 E-Mail Address: _____
 Work Phone: _____ Work Fax: _____ Mobile: _____

PROPERTY INFORMATION:

Property Address: _____ City: _____ State: _____ Zip: _____
 Property Identification Number (PIN): _____
 Cook County Recorder of Deeds Document Number: _____

PERMIT MAILING ADDRESS:

Name: _____ Title: _____
 Mailing Address: _____ City: _____ State: _____ Zip: _____
 Work Phone: _____ Work Fax: _____ Mobile: _____

COLLECTION BIN OWNER:

Legal Name: _____
 Business Name: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Contact Person: _____ Title: _____
 Work Phone: _____ Work Fax: _____ Mobile: _____

COLLECTION BIN DETAILS:

Quantity	Height	Length	Width

EMERGENCY CONTACT:

Name: _____ Title: _____
 Home Address: _____ City: _____ State: _____ Zip: _____
 E-Mail Address: _____
 Work Phone: _____ Work Fax: _____ Mobile: _____

SCHEDULE OF CONTENT REMOVAL TIMES:

ALDERMAN'S SIGNATURE: _____ **DATE:** _____ **WARD:** _____



**COLLECTION BIN PROGRAM
 PERMIT APPLICATION**

ACCEPTANCE OF PERMIT TERMS:

I hereby understand and accept the terms and conditions relative to the issuance of the permit, and by signing below, I acknowledge the receipt of a copy of the Municipal Code of Chicago’s 7-28-785 Collections Bins and the applicable Rules and Regulations promulgated herein.

I understand it shall be my duty as the permit holder, and as a condition of the permit, to:

- (1) install or maintain any collection bin(s) outdoors on private property **after** the issuance of the permit by the Director of Business Affairs and Licensing;
- (2) pay the \$200.00 biennial permit fee in order to ensure automatic zipcode-based permit renewal pursuant to 4-4-021;
- (3) resolve all Account Holds and failure to do so will prevent the processing of this permit Application;
- (4) post a copy of the permit on the collection bin(s) and maintain an original on site;
- (5) maintain the collection bin(s) in good condition and repair;
- (6) use a collection bin(s) of sufficient size to prevent any overflow or accumulation of other donated items outside of the collection bin;
- (7) cause to be removed at my own cost and expense all contents of the collection bin(s) at such frequency to prevent the overflow and accumulation of clothes or other donated items outside of the collection bin(s);
- (8) post the schedule of removal of the items shall be posted on the collection bin(s);
- (9) ensure that the collection bin(s) is only being used by the organization listed on the permit;
- (10) post the name of the organization using the bin for donations on the collection bin(s);
- (11) post the name and telephone number of a responsible person to contact in case of any emergency on the collection bin(s);

I guarantee that no dwelling unit, as defined by 13-4-010, exists on this property.

I understand that failure to adhere to all conditions imposed in the permit may result in revocation of the permit.

By: _____
 Signature of Property Owner Printed Last, Printed First (Middle Initial)

 Social Security Number of Property Owner Date

Account/DREV Number: _____ Site Number: _____
 Property Owner Home Address: _____ City: _____ State: _____ Zip: _____
 Property Owner Work Address: _____ City: _____ State: _____ Zip: _____
 Property Owner Work Phone: _____ Work Fax: _____ Mobile: _____



**CITY OF CHICAGO MUNICIPAL CODE 7-28-785
COLLECTION BINS**

7-28-785 Collection Bins.

(a) For purposes of this section only, the following definitions apply:

- (1) “Collection bin” means any bin, box, truck, or other container placed outdoors for the collection of clothes or their items as donations.
- (2) “Commissioner” means the commissioner of streets and sanitation.
- (3) “Director” means the director of business affairs and licensing.
- (4) “Owner” has the same meaning ascribed to that term in Section 13-04-010.

(b) It shall be unlawful for any person to install or maintain any collection bin outdoors on private property in the city without first obtaining a permit.

(c) An application for a permit shall be made to the director and shall include the following:

- (1) the applicant’s name and address, and the name and address of the property owner; if different from the applicant’s;
- (2) a detailed drawing (site map) indicating: (i) the position of all permanent structures, including but not limited to, buildings and driveways located within the lot; (ii) the location of all streets, alleys, fire hydrants, light poles and traffic control signs adjacent to the lot; (iii) the lot lines; and (iv) the location of the proposed collection bin. The site map shall be legible and include a key to any symbols;
- (3) a statement indicating the scheduled times for removal of the contents of the collection bin;
- (4) the name and telephone number of an emergency contact person;
- (5) pictures of the proposed site and collection bin;
- (6) the name, address and contact person of the organization that will be using the collection bin for donations; and
- (7) any other information required by the director.

(d) The director shall forward the completed application to the city council.

(e) The following restrictions apply to the issuance of any permit under this section:

- (1) permit shall be issued only to the property owner on which the collection bin will be located; and
- (2) a permit shall not be issued for any property containing a dwelling unit, as that term is defined in Section 13-4-010.

(f) Upon passage of an ordinance approving the issuance of the permit, the director shall issue the permit.

(g) As a condition of the permit, it shall be the duty of the permit holder to:



- (1) maintain the collection bin in good condition and repair;
- (2) use a collection bin of sufficient size to prevent any overflow or accumulation of clothes or other donated items outside the collection bin;
- (3) cause to be removed at his own cost and expense all contents of the collection bin. The removal shall be of such frequency to prevent the overflow and accumulation of clothes or other donated items outside of the collection bin and shall be in accordance with the provisions of this code. The schedule of removal of the items shall be posted on the collection bin;
- (4) ensure that the collection bin is only being used by the organization listed on the permit. The name of the organization using the bin for donations shall be posted on the bin; and
- (5) post on the collection the name and telephone number of a responsible person to contact in case of any emergency.

Failure to adhere to any conditions imposed in the permit may result in revocation of the permit.

(h) No collection bin shall be placed so as to constitute a nuisance to an adjacent property or to the occupants thereof.

(i) A collection bin: (i) that is in poor condition or in a state of disrepair; (ii) which clothes or other donated items are permitted to accumulate outside of the collection bin; or (iii) containing items as a result of a failure to empty the bin pursuant to a scheduled removal, is hereby declared a public nuisance.

(1) **Emergency Abatement.** In the event that the director of the commissioner determine that any activity in violation of this section has created, or is creating, an imminent and substantial threat to the environment or the public's health, safety, or welfare, then the director of the commissioner shall order the property owner to abate the threat in the manner and within a time frame prescribed by the director or the commissioner. In the event that any person fails to abate such threat in accordance with the director's or the commissioner's order, or if the property owner is unknown or cannot with due diligence be found, the director or the commissioner may proceed to control, remove, dispose or otherwise abate the threat.

(2) **Non-Emergency Abatement.** In the event that the director or the commissioner determines that any activity in violation of this section has not created, or is not creating, an imminent and substantial threat to the public's health, safety or welfare, the director or the commissioner shall provide the property owner with written notice to abate the nuisance in the manner prescribed by the director or the commissioner within three days from receipt of the notice. In the event that ay person fails to abate such nuisance in accordance with the director's or the commissioner's notice to abate, or if the property owner is unknown or cannot with due diligent be found, the director or the commissioner may proceed to control, remove, or otherwise abate the nuisance.

(3) Nothing in this section shall be construed to prevent the city of Chicago from acting without notice to abate a nuisance in an emergency where the nuisance poses an immediate threat to public health or safety, nor shall this section be construed to deny any common law right to anyone to abate a nuisance.

(4) In addition to any other penalties imposed in this section, the city shall be entitled to recover a penalty in the amount equal to three times the cost or expense incurred by the city in abating the nuisance plus its attorney fees and to place, and subsequently foreclose on, a lien upon the property involved, if necessary, to secure the recovery of its costs and fees. The penalties for the recovery of costs shall be in addition to any penalties imposed in this section.

(j) A permit issued pursuant to this section shall be for a term of two years, and the biennial fee shall be \$200.00 per lot. The permit shall expire on the date indicated in Section 4-4-021 of this Code.



(k) Upon the determination that a person has violated a provision of this section or any rule or regulation promulgated hereunder, the director or commissioner may institute an administrative adjudication proceeding with the department of administrative hearings by forwarding a copy of a notice of violation or a notice of hearing, which has been properly served, to the department of administrative hearings; provided however, revocation of the permit by the director shall be in accordance with the requirements of Chapter 404 of the Municipal Code.

(l) The director is authorized to adopt such rules and regulations as the director may deem expedient for the property administration and enforcement of this section. The rules and regulations may include, but not be limited to, provisions regulating the size and location of the collection bins on the lots.

(m) The provisions of this section shall be enforced by the department of business affairs and licensing and the department of streets and sanitation.

(n) No person whose permit under this section is revoked for any cause shall be granted another permit under this section, under the same or different name, for a period of two years from the date of revocation. When a permit issued under this section is revoked, no permit issued under this section shall be approved for the same location for a period of two years from the date of revocation.

(o) Any person who violated any provision of this section shall be fined not less than \$200 and not more than \$1,000 for each offense. Each day that a violation continued shall constitute a separate and distinct offense.

(p) In addition to any other penalties imposed in this section, any person who knowingly makes any false statement, submits any false information or misrepresents any information required under this section shall be fined \$500.00 per offense.

It shall be a cause of revocation of the permit if the applicant has made any false statements, submits any false information or misrepresents any information under this section.