



## COLLECTION BOX LICENSE RENEWAL APPLICATION City Ordinance 23-O-14 Title 3 Chapter 31

Department of Health & Human Services  
2100 Ridge Ave., Evanston, IL 60201  
Phone (847) 866-2947 Fax (847) 448-8134

**Definition of Collection Box - *An unattended container, receptacle, or similar device that is used for soliciting and collection donations of clothing or other salvageable personal property. This term does not include any unattended collection box located within a building.***

***Placement of a collection box is permitted only on the property of buildings owned and operated by not-for-profit organizations, retail centers, schools and religious institutions.***

**How to Apply:** Please provide all required information and documents when submitting application. Applications may be emailed to [egolden@cityofevanston.org](mailto:egolden@cityofevanston.org) or fax to 847-448-8134, or mailed to: City of Evanston, HHS – Licensing Coordinator, 2100 Ridge Avenue, Evanston, IL 60201

**To Renew and Pay Online Go to:** <http://www.cityofevanston.org/payhealthdept>

### • Collection Box Owner

Contact Name \_\_\_\_\_ Business Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone 1 \_\_\_\_\_ Phone 2 \_\_\_\_\_  
Email \_\_\_\_\_

• Authorization document to be signed by property owner, local agent or local occupant at site for the period of January 1, 2017 through December 31, 2017 is required for each location and included with this renewal application. ***Contact name, address, phone and email must be included and legible on authorization document.***

• I certify that I understand the rules and regulations set forth by the City of Evanston Ordinance 23-O-14 and that non-compliance may result in fines and revocation of license.

Name \_\_\_\_\_ Date \_\_\_\_\_

**For a copy of the City Ordinance 23-O-14 Regulation of Collection Boxes go to:** <http://www.cityofevanston.org>

• **Location of Collection Box(s)**

**Street Address**

**Property Owner or Business Name (eg. Sam's Club)**

Address \_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

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Address \_\_\_\_\_

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Address \_\_\_\_\_

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Address \_\_\_\_\_

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• **Schedule of merchandise pick up** \_\_\_\_\_

**Registration Fee**

**Annual Registration Fee Per Applicant ...\$150.00**

**Fee Per Additional Box...\$75.00**

*License shall expire December 31 next after issuance. Not-for-profit organizations located in Evanston operating a collection box shall be exempt from paying license fee. If applicable, submit proof of not-for-profit status.*

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or

Mail check payable to "City of Evanston" to:

Attn: License Renewal

Department of Health & Human Services

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