



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

Evanston Health Department, 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: Provide all required information and submit with application to address above, Attention Health Department, Licensing Coordinator. Applications may also be faxed or emailed to: egolden@cityofevanston.org. Or Apply Online: <http://www.cityofevanston.org/healthpermitslicenses>

Collection Box Owner Not-For Profit 501(c) (3) For-Profit 501(c) (6)

Name: _____
Address _____ City
_____ State _____ Zip Code _____ Phone
1 _____ Phone 2 _____ Email

Site Host - Property Owner, Local Agent or Local Occupant of Site
(Authorization document to be signed by property owner required)

Name: _____
Address _____ City
_____ State _____ Zip Code _____ Phone
1 _____ Phone 2 _____ Email

Required documents to include with application:

Authorization document to be signed by property owner, local agent or local occupant at site for the period of January 1 through December 31 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.*

List of collection box locations

Plat of survey(s) showing location(s) and setback dimensions to property lines (foot print) of collection box

Dimensions of collection box - shall not exceed six and one-half feet (6.5') in height a footprint not to exceed 20 twenty square feet (include picture)

Example of contact information to be displayed on collection box – two inch 2” type visible from the front of the box: the name, address, e-mail and phone number of the owner

Schedule of merchandise pick-up

Proof of not-for-profit status for collection box owner

Registration Fee – Do No Include Payment with Application. You will be invoiced upon approval.

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.

Annual Registration Fee Per Applicant ...\$150.00

Fee Per Box...\$75.00

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.

Signature Date

Location of Collection Box

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

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