



Department of Building and Code Enforcement · 850 N. Hobbie Ave. · Kankakee · IL · 60901 · 815-936-7390

## Donation Drop Box Registration Application

**Instructions to applicants:** Complete form by filling in all information. **Supporting documentation and payment MUST accompany the signed application when submitted. Incomplete applications will not be accepted.** Please submit the following:

- Completed application.
- \$100.00 annual Registration fee payable to the **City of Kankakee**. (Permit shall expire on December 31<sup>st</sup> of each year regardless of the date of issue.)
- Written consent from the property owner including evidence of ownership such as deed and disclosure of beneficial trust if applicable is required.
- Current plat of survey showing lot lines, any buildings on the property and legal description of the subject property.
- Site plan (drawn to scale) delineating the proposed collection bin location in accordance with the requirements set forth in Section 8 Article XI of the City Ordinance.

Host Site Address and Property Owner Information			
Property (Host Site) Address			PIN#
Property Owner Last Name		Property Owner First Name	
Property Owner Mailing Address			
City		State	Zip
Phone	Cell Phone	E-Mail	
Size of Bin: Height	Depth	Footprint Area	
Size of Bin: Height	Depth	Footprint Area	
New or Renewal	<input type="checkbox"/> By checking this box, I acknowledge that the location of the bin(s) has not changed from the previous year's licensing term.		

Organization Info			
Organization Name			
Address			
City		State	Zip
Company Phone	Cell Phone	E-Mail	
Applicant Last Name		First Name	
Emergency Contact Person			
Phone Number		Cell Phone	
Signature of Applicant			Date

FOR OFFICE USE ONLY			
Fee Paid:		Date Forwarded to Zoning:	
Consent from Property Owner:		Request Approved/Denied on Date :	
Evidence of Ownership:		Number of Bins approved (max 2):	
Plat/Site Plan:		Zoning Official Signature:	
New	or	Renewal	Permit Issued: / / of 30
Circle One			(Date) / (Exp. Date) (Reg #)