

PLANNING & DEVELOPMENT SERVICES

4550 Walnut Lake Road
 West Bloomfield, MI 48323
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 wbtownship.org



**COLLECTION BOX PERMIT
 ANNUAL APPLICATION**

OFFICE USE ONLY
Case #: _____
Fee: _____

Date: _____

Note: An annual Collection Box Permit is required by the *Collection Box Ordinance, Chapter 10, Article VI, Sections 10-200 through 10-210*. The permit expires December 31 of each calendar year and must be renewed at least 10 days prior to December 31 to allow for processing.

APPLICANT INFORMATION

Is applicant a Partnership, LLC, Corporation or other business entity? <input type="checkbox"/> Yes <input type="checkbox"/> No Date of establishment of Partnership, LLC, Corporation or other business entity: _____	Type of Application: <input type="checkbox"/> New <input type="checkbox"/> Renewal Current Permit #: _____ <input type="checkbox"/> I am currently operating a Collection Box in West Bloomfield Township without a permit	
Name		
Contact Person	Email	
Address	Phone	Cell Phone
City	State	Zip Code
Please indicate whether benefactor of the collected items is a profit or non-profit organization: <input type="checkbox"/> Profit <input type="checkbox"/> Non-Profit If non-profit, please provide the following: Name of Charitable Organization: _____ EIN# _____	FEE SCHEDULE: Collection Box Permit Application – NEW \$150 per box plus a \$500 bond per box Collection Permit Application – RENEWAL \$75 per box Collection Box Permit – STICKER REPLACEMENT \$10 per sticker	

Please provide the following information for all partners or limited partners of partnership applicant; all members of an LLC applicant; all officers or directors of a non-publicly traded corporate applicant; all stockholders owning more than five percent (5%) of the stock of a non-publicly traded corporate applicant; and any other person who is financially interested directly in the ownership and/or operation of the business entity, including all aliases.

APPLICANT PARTNERS

(1) Name	Email	
Address	Phone	Cell Phone
City	State	Zip Code

(2) Name	Email	
Address	Phone	Cell Phone
City	State	Zip Code

(3) Name	Email	
Address	Phone	Cell Phone
City	State	Zip Code

(4) Name	Email	
Address	Phone	Cell Phone
City	State	Zip Code



COLLECTION BOX LOCATION

Address	Parcel ID#	
City	State	Zip Code

COLLECTION BOX OPERATOR (AGENT)

Check here, if applicant is Collection Box Operator (Agent)

Agent's Name	Email	
Address	Phone	Website
City	State	Zip Code

PROPERTY OWNER INFORMATION

Name	Email	
Address	Phone	
City	State	Zip Code

24 Hour Hotline Number to be listed on Permit for Public Use: _____

APPLICANT SIGNATURE

Please Read Before Signing:

The permit is valid for one (1) year and shall expire at midnight on December 31 of each year. Prior to the expiration of the permit, the permit holder may voluntarily cancel the permit by providing written notice to the Planning & Development Services Director. Otherwise, the Collection Box permit must be renewed annually. Any application for renewal must be submitted to the Planning & Development Services Director at least ten (10) days prior to the expiration date of the current permit. If the permit expires and is not renewed, the Collection Box must be removed within ten (10) days after expiration of the permit.

Date Signature of Applicant Applicant Title

APPLICATION CHECKLIST

In order for the application to be received, the following items must be included:

- Completed, signed, and notarized Affidavit and Acknowledgment of Property Owner
- Non-Refundable Fee (Check; Cash; or Money Order)
- Copy of the License and Registration from the State of Michigan under the Michigan Consumer Protection Act and the Charitable Organizations Solicitations Act, if statutorily required
- A photograph of the Collection Box to be installed
- Site Plan indicating the location of the Collection Box and the dimensions of the Collection Box. The Site Plan must contain a statement that the location complies with the requirements of Section 10-204.

OFFICE USE ONLY:

Zoning Approval Date



COLLECTION BOX AFFIDAVIT FORM

**AFFIDAVIT AND ACKNOWLEDGMENT OF PROPERTY OWNER
PERMISSION TO LOCATE COLLECTION BOX ON REAL PROPERTY**

I, _____, after having been duly sworn, submit this affidavit giving permission to locate a Collection Box on Real Property and state as follows:

1. For real property located at _____ within the Charter Township of West Bloomfield, I am
 - The Owner of the Real Property
 - An officer, director, member, or manager of an entity owning the Real Property
2. I have granted _____, the Operator of a Collection Box, exclusive permission to place one (1) collection box on the real property owned by me or the entity I represent in the location shown on the drawing attached and labeled Site Plan.
3. I have been provided with a copy and have read Ordinance No. C-817 Collection Box Ordinance, Chapter 10, Article VI, Sections 10-200 through 10-210 of the Charter Township of West Bloomfield Code of Ordinances.
4. I understand that in addition to the Collection Box Operator, the Real Property Owner is also responsible for: a) ensuring the requirements of the Charter Township of West Bloomfield Collection Box Ordinance are met; b) the maintenance of the Collection Box including keeping the area surrounding the Collection Box free from junk, debris, overflow items, or other materials deemed to be a nuisance; c) any violation of any provision of the Collection Box Ordinance; d) payment of any fines and costs of abatement, which if not paid, shall be placed on the Real Property as a tax lien.
5. As Owner of the Real Property described above or as an officer, director, member, or manager of an entity owning the Real Property, I give exclusive permission to the above-named Operator to place a Collection Box on the Real Property. Any prior permission to place any Collection Box on the Real Property is hereby revoked.

Signature of Property Owner Affiant

Date

STATE OF MICHIGAN)
) SS.
COUNTY OF OAKLAND)

Subscribed and sworn to before me in Oakland County, Michigan on _____, 20____.

_____, Notary Public
Oakland County, Michigan
Acting in _____ County, Michigan
My Commission Expires: