



HOMER GLEN

VILLAGE OF HOMER GLEN
14240 W. 151ST STREET
HOMER GLEN, IL 60491

FOR VILLAGE USE ONLY

Submit Original to Village Clerk

Lic. No. _____ Date Issued _____

Zoning Approved _____ Building Dept. _____

APPLICATION FOR DONATION DROP-OFF FACILITY LICENSE

Please note: Any misrepresentation or falsification of the information requested below may result in revocation of the license granted and fines may be applicable.

ORGANIZATION INFORMATION

Organization Name: _____

Organization Address: _____

City: _____ State: _____ Zip Code: _____

Organization Phone Number: _____ Contact Person Email: _____

Contact Person Name: _____

Contact Person Number: _____

DONATION DROP-OFF FACILITY

Location of donation drop-off facility: _____

Proposed pick up schedule: _____

Attendant Hours (If Applicable): _____

REQUIRED SUBMITTAL MATERIALS

- Completed application form.
- Proof of non-profit status.
- Written and signed permission of the property owner where the donation drop-off facility is proposed to be located.
- Signed "Donation Drop-Off Facilities" Regulations Acknowledgement form (attached).
- Submit site plan showing location of donation facility.

Signature of Organization Representative

Date



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DONATION DROP-OFF FACILITIES REGULATIONS ACKNOWLEDGEMENT FORM

Please read the following regulations that govern Donation drop-off facilities.

- All donation drop-off facilities must be licensed by the Village. The license shall be submitted to and reviewed by the Village Clerk. The license shall renew each year on a calendar year basis. The license shall not require a fee.
- Written permission is required from the property owner prior to placing a donation drop-off facility on a property. A copy of this written permission shall be provided to the Village as a part of the license application to operate a donation drop-off facility.
- Proof of non-profit status must be submitted as a part of the license application to operate a donation drop-off facility.
- Each donation drop-off facility must display the non-profit organization's name and contact information, including address and phone number, of the non-profit organization.
- There shall be a maximum of three (3) donation drop-off facilities permitted per zoning lot.
- A donation drop-off facility shall not be located in any required parking space(s) on the zoning lot.
- All drop-off facilities shall be at least 100' from a property with a residential use.
- The drop-off facility shall be repaired or replaced immediately if damaged.
- A donation drop-off facility shall be maintained in good condition, free from graffiti and emptied regularly so that donated items are not protruding from the donation drop-off facility or stacked on the ground surrounding the donation drop-off facility.
- The drop-off facility shall be locked and/or secured at all times.
- The drop-off facility shall only be allowed to be placed on a hard surface.
- Donation drop-off facilities cannot be located within a required zoning lot setback.
- A donation drop-off facility cannot be located in an area that interferes with visibility or traffic flow.

I, _____, acknowledge that I have read the above regulations that govern donation drop-off facilities. I agree to adhere to the above regulations.

Signature

Date