TOWN OF ISLIP DEPARTMENT OF ENVIRONMENTAL CONTROL
401 MAIN STREET • ISLIP, NEW YORK 11751 • (631) 595-3630

2024 DONATION DROP OFF BIN REGISTRATION
Permit period January 1, 2024 through December 31, 2024

Fees for 2024 Permits:
Must be submitted in the form of a check or money order payable to the Town of Islip.

Non-Profit/Charitable Organizations: Permit Fee   **$100**

For Profit Organizations:

Separate check or money order: Application Processing Fee   **$25**
Separate check or money order: Permit Fee   **$100**
Separate check or money order: Per Bin Fee   **$250**

Applications remaining incomplete/late after the below dates are subject to the following fees payable by separate check or money order: **After January 15, 2024:**   **$100**
    After February 1, 2024:   **$200**

APPLICANT INFORMATION

COMPANY/ORGANIZATION NAME: _____

STREETADDRESS: _____

CONTACT PERSON: _____ **TITLE**: _____

MAILING ADDRESS: _____

OFFICE PHONE: (_____) _____   **CELL PHONE**: (_____) _____

EMAIL ADDRESS: _____

CHARITABLE ORGANIZATION STATUS

IS YOUR ORGANIZATION CURRENTLY OPERATING AS A NOT FOR PROFIT ORGANIZATION? (Y/N): _____

DOCUMENTATION OF ORGANIZATIONS CHARITABLE STATUS PROVIDED? (Y/N): _____

NY STATE CHARITIES REGISTRATION #_____

CONTACT INFORMATION FOR THE CHARITY (IF DIFFERENT FROM ABOVE): _____

_____

_____

PERCENTAGE OF REVENUE THAT GOES TO CHARITY: _____

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BIN INFORMATION

NAME OF ORGANIZATION MARKED ON BIN: _____
(A PHOTOGRAPH OF THE BIN DESIGN, COLORING & LABELING MUST BE ATTACHED)

OWNER OF BIN (IF DIFFERENT FROM ABOVE): _____

MAILING ADDRESS: _____
(City) (State) (Zip)
OFFICE PHONE: (_____) _____   **CELL PHONE**: (_____) _____

CONTACT PERSON: _____ **TITLE**: _____

DONATION TYPE: ☐ **CLOTHING** ☐ **RAGS** ☐ **BOOKS** ☐ **OTHER** _____

TONNAGE FROM PREVIOUS YEAR: _____

DISPOSAL INFORMATION

DISPOSAL LOCATION: _____

BIN TO BE EMPTIED & MAINTAINED: ☐ **WEEKLY** ☐ **MONTHLY** ☐ **OTHER** _____

_____   _____
Applicant Signature   **Date**

PROPERTY OWNER INFORMATION

A letter must be supplied by the property owner for each bin location listed on page 3.

Said letter is required to be on property owner letterhead and must include:
- **Statement authorizing bin placement through December 31st of the permit year.**
- **Property owner mailing address, contact person & telephone number.**
- **Property owner signature and notarized.**

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BIN LOCATIONS			
ADDRESS (STREET ADDRESS, HAMLET, ZIP CODE)	**DESCRIPTION OF LOCATION (NAME OF BUSINESS, SHOPPING CENTER, LANDMARK ETC.)**	**NUMBER OF BINS AT LOCATION**	**DECAL # (TOWN USE ONLY)**

APPLICATION APPROVAL IS SUBJECT TO A REVIEW OF THE PROPERTY SITE PLAN.

TOWN OF ISLIP DONATION BIN RULES & REGULATIONS

This is to certify that all services provided in the Town of Islip will be in accordance with the ordinances of Islip Town Code §21-18, which includes but is not limited to:

(INITIAL NEXT TO EACH STATEMENT)

_____ A permit shall be affixed to the bin prior to placement on the location. The permit shall be placed on the top right corner of the same side as the chute used for the deposits. Violation penalty up to $1,000.00 for the first offense.

_____ All bins must be clearly marked with the telephone number of the applicant as indicated on the permit application. Violation penalty up to $1,000.00 for the first offense.

_____ The bin will be placed as indicated on the approved site plan as supplied by the Town of Islip. Violation penalty up to $1,000.00 for the first offense.

_____ Upon the sale or transfer of a bin, the town permit and applicant markings shall be removed. The new owner shall obtain a new permit from the Town of Islip and shall abide by the provisions in the approved site plan.

_____ In the event a property becomes vacant or abandoned during the course of the calendar year, the permit holder shall remove the donation drop-off bin within 14 business days after notice from the Town. Violation penalty up to $1,000.00 for the first offense.

_____ A permit holder is responsible to maintain a minimum of six feet surrounding the donation drop-off bin free of all debris and litter. Violation penalty up to $1,000.00 for the first offense.

_____ A permit issued under this chapter shall be valid until December 31st.

_____ Please refer to chapter 21-18 for further information as to the policies and procedures you must adhere to.

The applicant attests that all information submitted with this application is true, and further agrees to comply with all provisions of Chapter 21 of the Code of the Town of Islip which regulates the collection and disposal of solid waste, and the applicant understands that failure to comply with the rules and regulations of the Town of Islip or any false statements made on any part of this application shall be, subject to fines and/or grounds for denial and/or revocation of this registration.

SIGNED: _____

NOTARY: SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, _____

BY _____

NOTARY PUBLIC