January 14, 2021

To Whom It May Concern:

**RE: Donation / Collection Container Permit Requirements Policy**

It is the village’s position that any donation or collection containers must be approved by the village prior to any donation boxes or collection containers being placed within the village. The process for approval of Donation and Collection Containers are as follows:

- An application must be filled out with the Building Department.
- A review of the application will be conducted by the Community Development Director (CDD). The Director will determine, grant or deny the application.

**No container may be placed on any property until the application has been approved. The applicant will need to fill out a Special Use Permit Form. The Application must also include the following information:**

- Contact Information for the responsible party to maintain the containers
- Map showing the container location and logo designation on the container
- Non-Refundable application fee of $30.00, paid to the Village of Matteson, with an annual renewal fee of $30.00.

*The Organization or Businesses will be solely responsible for the maintenance and upkeep of said containers. Violators may be subject to fines and/or removal of the containers. If it has been determined that your business has an unapproved container or containers on the property, you will have 15 days from the time of this notice to have the container or containers removed from the property. Once your application has been approved, you may have the containers placed back on the property. Failure to comply with this notice may result in fines and penalties as well as permanent removal of said donation boxes or collection containers.*

Thank you for your corporation, and please let us know if you have any question or concerns on this issue.

Sincerely,

Chris Bielefeld
Senior Code Enforcement Inspector

E-mail: cbielefeld@villageofmatteson.org

**CC:** Ernest R. Roberts III, P.E., PMP - Director of Community Development
Zatonya McCoy – Deputy Director of Community Development