



## TOWN OF ISLIP DEPARTMENT OF ENVIRONMENTAL CONTROL

401 MAIN STREET • ISLIP, NEW YORK 11751 • (631) 595-3630

### 2025 DONATION DROP OFF BIN REGISTRATION

Permit period January 1, 2025 through December 31, 2025

#### **Fees for 2025 Permits:**

**Must be submitted in the form of a check or money order payable to the Town of Islip.  
(Cash is not accepted)**

**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, 2025:	\$100
After February 3, 2025:	\$200

#### **REGISTRANT INFORMATION**

APPLICANT NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

OFFICE PHONE: (\_\_\_\_\_) \_\_\_\_\_ CELL PHONE: (\_\_\_\_\_) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

#### **REGISTRANT CHARITABLE STATUS**

IS YOUR ORGANIZATION A NY STATE REGISTERED NOT-FOR-PROFIT ORGANIZATION? (Y/N): \_\_\_\_\_

NY STATE CHARITIES REGISTRATION # \_\_\_\_\_

DOES AN UNAFFILIATED CHARITABLE ORGANIZATION REGISTERED IN NEW YORK STATE RECEIVE REVENUE FROM YOUR ORGANIZATION'S DONATION BIN(S)? (Y/N) \_\_\_\_\_

NAME OF UNAFFILIATED CHARITY ORGANIZATION: \_\_\_\_\_

NY STATE CHARITIES REGISTRATION # \_\_\_\_\_

PERCENTAGE OF REVENUE THAT IS PROVIDED TO THE OUTSIDE CHARITY ORGANIZATION: \_\_\_\_\_



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### BIN INFORMATION

CONSISTENT COLOR OF ALL BIN(S) \_\_\_\_\_

OTHER DISTINGUISHING MARKINGS OR GRAPHICS: \_\_\_\_\_

OWNER OF BIN (IF DIFFERENT FROM APPLICANT): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

OFFICE PHONE: (\_\_\_\_\_) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip)  
CELL PHONE: (\_\_\_\_\_) \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_

### COLLECTION AND DISPOSAL INFORMATION

DONATION TYPE: ☐ CLOTHING ☐ OTHER: \_\_\_\_\_

BIN(S) TO BE EMPTIED & MAINTAINED: ☐ WEEKLY ☐ MONTHLY ☐ OTHER

DISPOSAL LOCATION: \_\_\_\_\_

TONNAGE FROM PREVIOUS YEAR: \_\_\_\_\_

### REQUIRED SUBMITTAL DOCUMENTS

#### All Applicants:

- A photograph of the consistent bin design, coloring & labeling. (See regulations listed on page 4)
- A letter from the property owner or managing agent for each bin location stating placement of the number of bin(s) requested is authorized through December 31, 2025. If completed by the property managing agent, said individual must identify as the “managing agent for the property.”

#### Not-for-Profit Applicants only:

- Proof of NY State registered charity: IRS 501 (c)(3) or NY State Charity Registration. If registrant provides proceeds to another charitable organization, provide a notarized letter from that organization on their letterhead affirming to an agreement that exists between parties to receive donation drop-off bin proceeds in the year 2025.



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**BIN LOCATION(S)**

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

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



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### TOWN OF ISLIP DONATION BIN RULES & REGULATIONS

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. Town of Islip Ordinances can be found on [www.ecode360/6508002](http://www.ecode360/6508002), which regulates the collection and disposal of Solid Waste and Recyclables, including but not limited to those listed below. 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.

#### (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 within regulation of the Town Code. Violation penalty up to \$1,000.00 for the first offense.

- The name and telephone number of the **applicant** in lettering no less than four inches.
- Status of either For-Profit or Non-for-Profit in lettering no less than four inches.
- Not-for-Profits may also include charitable purpose.

\_\_\_\_\_ 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.

\_\_\_\_\_ 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 31<sup>st</sup>.

\_\_\_\_\_ Please refer to Chapter 21-18 for further information as to the policies and procedures you must adhere to.

SIGNED: \_\_\_\_\_

NOTARY: SUBSCRIBED AND SWORN TO BEFORE  
ME THIS \_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_  
BY \_\_\_\_\_  
NOTARY PUBLIC



**PLEASE KEEP COPIES OF THIS FORM**

## 2025 DONATION BIN LIST MODIFICATION FORM

USE TO ADD BINS FROM YOUR PERMIT THROUGHOUT THE YEAR

DATE SUBMITTED: \_\_\_\_\_

NAME OF COMPANY: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

### **LIST BINS TO BE ADDED**

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

FEES:

☐ Not-For-Profit Organization- No Fee

☐ For-Profit Organization- Number of Additional Bins \_\_\_\_\_ @ \$250 each \$ \_\_\_\_\_

**FEE INCLUDED**      \$ \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

You must provide a current notarized letter supplied by the property owner or managing agent for each bin addition.