

**TOWN OF ISLIP
DEPARTMENT OF ENVIRONMENTAL CONTROL
2012 SOLID WASTE SERVICES PERMIT
(Includes C&D and Recycling Services)
FILING INFORMATION**

PLEASE NOTE: Fees for 2012 Permits

Permit Application and First Truck -	\$750.00
Each Additional Truck -	\$250.00
Sticker Fee – (All containers/roll off's used in the Town)	\$ 7.50

- 1) Completed applications should be typed or printed and must be submitted for review by **November 18, 2011.**
- 2) **Customer List Requirements Have Changed** –See CHECK LIST for information and required specifics FOR EACH CUSTOMER.
- 3) **If setting up a billing account**, applicant must submit a Surety Bond or Certified Check in the amount established by the Commissioner (see below). **(MUST USE ATTACHED BOND FORM)**. Any permittee who fails to pay a tip fee invoice prior to the issuance of a subsequent invoice twice in a twelve month period or whose outstanding balance exceeds the Surety Bond/Certified Check amount, shall be denied entrance to Town facilities, and faces suspension or revocation of said permit.

Permit Applicant: _____
2012 Surety Amount: (If setting up billing account) \$ _____

- 4) Applicants must attest that all containers and permitted vehicles are lettered with the name and telephone number of the permit holder on each side of the vehicle/container in letters at least six (6) inches high. **Containers should also show volume of the container, in cubic yards.**
- 5) For each vehicle submit: **current registration; insurance card; Board of Health Certificate for applicable vehicles (e.g., front or rear loaders, compactors).**
- 6) Provide current proof of Workers' Compensation **and** Disability Insurance, **OR** NYS Affidavit CE 200 - Completed and **SIGNED** - waiving company requirement to provide coverage under these Laws. (form can be found on internet www.wcb.state.ny.us/content/main/forms.jsp)
- 7) Effective January 1, 2012, no vehicle will be permitted to service accounts in Islip or enter Town facilities without the proper permit emblem affixed. No Containers (roll-offs, compactors, etc.) shall be placed in the Town of Islip without the proper sticker affixed. Persons providing service within Islip using vehicles without permit emblems or containers without stickers shall be considered as providing solid waste services without a permit in violation of Islip Town Code §21-9.

Enclosed: Application Check Sheet
 Permit Application
 Surety Bond Form and Acknowledgment Form
 Sample "Truck/Container Lettering" & "Fee Responsibility" Letters
 Truck/Container & Customer Change Forms
 Sample Customer List Format

**APPLICANT CHECKLIST
FOR
SOLID WASTE SERVICES PERMIT**

IF A QUESTION DOES NOT APPLY, ANSWER WITH N/A
**PAGES 8 AND 9 MUCT BE COMPLETED BY COMMERCIAL CARTERS AND
RECYCLERS, AND MUST BE SUBMITTED NO LATER THAN 45 DAYS
AFTER PERMIT APPROVED.**

BE SURE YOU HAVE INCLUDED ALL OF THE FOLLOWING:

- [] One original completed application.
- [] Notarized Letter on Company Letterhead attesting to current customer list for all Islip customers receiving regular commercial municipal solid waste collection services from the applicant.

NEW CUSTOMER LIST REQUIREMENT – A Customer List must be provided by the applicant for all customers in Islip receiving regular commercial municipal solid waste collection service from the applicant. Information regarding customers receiving intermittent or temporary service for collection of construction and demolition debris, or customers served through contracts with the Town’s special garbage and refuse districts **need not be provided**. **All data must be provided in electronic format** (comma delimited ASCII file – CSV or Microsoft Excel compatible) and separated as shown. File can be submitted toRDente@townofislip-ny.gov or sent by disc with your completed application.

PLEASE SEE ATTACHED CUSTOMER LIST SAMPLE.

- [] If setting up a billing account - Surety Bond - **SIGNED, SEALED, ACKNOWLEDGMENTS** attached.
- [] Notarized Truck/Container Letter, stating all permitted vehicles/containers are lettered in accordance with Chapter 21 of the Town Code.(See enclosed sample.)
- [] Current Registration and Insurance card for each permitted vehicle
- [] Notarized Fee Responsibility Letter – If vehicle registration is in name of other than applicant company, stating that applicant company is responsible for any tipping fees incurred by truck owner (name as stated on registration).(See enclosed sample.)
- [] Current Year Board of Health Certificate listing EACH permitted vehicle for which a certificate is required (e.g. front or rear loaders, compactors).
- [] Certificate showing Proof of Workers' Comp. AND Disability Coverage OR NYS Affidavit CE 200 Completed and SIGNED - waiving requirement. Find Form on internet www.wcb.state.ny.us Search – CE200 Then choose 1st “quick link” –Worker’s Comp. & Disability Benefits..... – Request “WC/DB Exemption Form CE200” - follow instructions.

COMPLETED APPLICATIONS WILL BE ACCEPTED MONDAY THROUGH FRIDAY,
FROM 9:00 A.M. TILL 4:00 P.M.

TOWN OF ISLIP

2012



APPLICATION FOR SOLID WASTE SERVICES PERMIT THIS INCLUDES CONSTRUCTION & DEMOLITION DEBRIS AND RECYCLING MATERIAL

The issuance of a permit shall bind the applicant to comply with all conditions, rules and regulations of Chapter 21, Solid Waste of the Code of the Town of Islip as in effect during the period covered by said permit. The applicant company further acknowledges the right of the Commissioner of Environmental Control to enforce the provisions of said Code and Section 2046-t (3) of the Public Authorities Law, and understands that compliance with same is a condition of the said permit.

APPLICANT COMPANY NAME: _____

MAIL ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

STREET ADDRESS: _____

(If P. O. Box, or different from Mail Address, you **MUST** list Street Address)

CITY _____ **STATE** _____ **ZIP** _____

CONTACT PERSON: _____ **TITLE:** _____

(full name)

OFFICE PHONE: (____) _____ **HOME PHONE:**(____) _____

FAX: (____) _____ **CELL PHONE:** (____) _____

GARAGE LOCATION(S): _____

SERVICES PROVIDED: (Check All That Apply)

COMMERCIAL ___ RESIDENTIAL ___ C&D ___ RECYCLING MATERIAL ___

Other (briefly explain) _____

LIST MUNICIPALITIES WHERE YOUR COMPANY IS LICENSED TO PROVIDE
COLLECTION SERVICES: _____

Has any individual applicant, partnership, officer, director, member or any person holding 5% or more financial interest in said business or corporation, ever been convicted of a crime, or committed any violation of any federal or state environmental law or regulation for which a civil sanction, penalty or judgment was imposed, or is currently charged with the commission of any crime, other than a traffic violation? YES () NO () If yes, indicate details (date, location, disposition).

List all officers by name and title, and all persons with a financial interest in the company, as follows: If a partnership, corporation, or LLC, list the names of all partners, officers, directors, or managing members as well as all individuals with a 5% interest or more in the applicant. **If a publicly traded corporation or wholly owned subsidiary thereof, submit a copy of the corporation's most recent Annual Report or SEC filing indicating the ownership of the corporation and subsidiary.**

NOTE: If a change of Officer, Director or other Holder of 5% interest occurs during the permit year, this information must be disclosed to the Town of Islip within ten (10) days of the change.

OFFICER/OWNER/ DIRECTOR NAME TITLE	SS # DATE OF BIRTH	HOME ADDRESS	% Of INTEREST HELD
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- 1) _____
- 2) _____
- 3) _____
- 4) _____

OTHER HOLDERS OF 5% OR MORE INTEREST: NAME	SS #	HOME ADDRESS	% OF INTEREST HELD
---	------	-----------------	--------------------------

- 1) _____
- 2) _____
- 3) _____
- 4) _____

Is the applicant corporation or partnership wholly or partially owned by another entity?
YES () NO ()

If yes, please list and identify the parent entity and list the officers, directors and/or managers on a separate sheet of paper.

RECYCLING ACTIVITIES ANNUAL REPORT

FOR COMMERCIAL CARTERS ONLY

Pursuant to §21-3 of the Islip Town Code, the Commissioner has designated corrugated cardboard-OCC, newspapers-ONP: glass jars and bottles; plastics- PET HDPE; cans-Fe; Bulk Metals and Aluminum-AL as materials capable of being re-used or recycled pursuant to General Municipal Law §120-aa.

The applicant hereby acknowledges the designation of these materials as recyclable pursuant to ITC §21-3, and, as a condition of the applicant's authorization to use the alternate disposal facilities identified above, the applicant hereby represents that i) separate collection service for said recyclables shall be provided on commercially reasonable terms to all *commercial customers* requesting same, and ii) the applicant shall submit, *not later than 45 days after the effective date of this permit*, an Annual Report, setting forth the recycling activities of the applicant in the previous year. The Annual Report shall summarize the amounts of all source-separated recyclables collected by the applicant in the prior year, and the amounts of all recyclables recovered from any facility utilized to recover recyclables that are commingled with other solid wastes. *The Annual Report shall be substantially in the sample form annexed hereto (pages 8 & 9).*

(For Town Use Only)

Special Conditions of Permit

_____ Approved

_____ Denied

Eric M. Hofmeister
Commissioner

STATE OF NEW YORK)

: S.S.

COUNTY OF)

_____, being duly sworn, de poses and says that he/she is the _____ of _____, the applicant herein; that all the information submitted with this application is true; that the applicant agrees to comply with all provision s of Chapter 21 of the Code of the Town of Islip which regulates the collection and disposal of solid waste; that 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 grounds for denial and/or revocation of this permit.

SIGNATURE

SWORN TO BEFORE ME THIS _____
DAY OF _____, 20__

NOTARY PUBLIC _____

ACTION BY TOWN CLERK:

(A) Approved:
Permit No. _____, expires: December 31, 20__

(B) Disapproved: _____

COMMERCIAL CARTERS AND RECYCLERS MUST KEEP PAGES 8 AND 9
To be completed and submitted no later than 45 days after permit approved

ANNUAL REPORT ON RECYCLING ACTIVITY MATERIALS RECOVERED

SECTION I - Provide this information for recyclables collected separately from solid waste for the **PRIOR PERMIT YEAR**. For each type of solid waste recovered, provide the weight in tons.

TYPE OF MATERIAL RECOVERED (for Prior Permit Year)	YEAR 2011 TOTAL TONS
Cardboard (OCC)	
Newspapers (ONP)	
Glass Bottles/Jars (Glass)	
Plastic (PET/HDPE)	
Bulk Metals	
Other – (Specify)	

SECTION II List all commercial and multi-family residential customers for which the applicant provides recycling services through post-collection extraction of recyclable materials at a licensed transfer station/recycling center.

Customer Name/ Address	Volume Collected Monthly	Materials to be Extracted	Approx Percent Recycled	Est. Vol. Residual Waste
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Please attach additional pages if needed.

Section III (a) As required pursuant to Chapter 21-10 B. (1) (c), please identify markets or buyers for materials to be extracted.

<u>Materials Extracted</u>	<u>Buyers/Markets</u>
Cardboard	_____

Newspaper	_____

Glass	_____

Metals	_____

Plastic	_____

Other	_____

(b) As required pursuant to Chapter 21-10-B (1) (d), please identify the facility and method to be employed to extract the recyclables from the solid waste collected.

Facility Name/Address	NYSDEC Permit #	Extraction Method
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SURETY BOND FORM

BOND NO. _____

KNOW ALL MEN BY THESE PRESENTS : That we, the undersigned
_____ as Principal, and _____
_____, a _____ corporation, having
an office at _____, as Surety, are held and
firmly bound unto the Town of Islip, 401 Main Street, Islip, New York, 11751, as obligee in the
penal sum of _____
(\$ _____) Dollars, lawful money of the United States of America, to be paid to the
said Town of Islip for which payment well and truly to be made, we bind ourselves, or heirs,
executors, and administrators, successors and assigns jointly and severally firmly by these
presents.

SIGNED, sealed and dated this _____ day of _____

WHEREAS, the above Principal has been or is about to be granted permission to
maintain a monthly account with the Town of Islip in the payment of fees for use of Town solid
waste disposal facilities, which permission is to be granted conditioned that the Principal should
furnish and file with the Town of Islip a bond in the sum of _____
_____ (\$ _____) Dollars for the payment
of all fees assessed by the Town of Islip in consideration for the Principal's use of such place or
places designated as disposal sites within the Town of Islip, (and as financial security pursuant to
Chapter 21 - 10-B-(1)-(a) 5 for the period January 1, _____ to December 31, _____ inclusive.

NOW, THEREFORE, the condition of this obligation is such that if the Principal
shall well and truly make due and timely payment to the Town of Islip the amount of assessed fees
as promulgated by the Town of Islip for use of such place or places designated as disposal sites,
then this obligation shall be null and void, otherwise to remain in full force and effect. In order to
be considered timely, payment must be made within thirty (30) days of the billing date.

Affix BY _____
Corporate Seal (PRINCIPAL)

Affix BY _____
Surety Seal (SURETY)

INDIVIDUAL ACKNOWLEDGMENT

State of _____ } ss.
County of _____

On this _____ day of _____, 20____, before me personally came

_____ to me known, and known to me to be the individual described in and who executed the foregoing instrument, and acknowledged to me that he executed the same.

My commission expires _____

Notary Public

FIRM ACKNOWLEDGMENT

State of _____ } ss.
County of _____

On this _____ day of _____, 20____, before me personally came

_____ to me known, and known to me to be a member of the firm of _____ described in and who executed the foregoing instrument, and he thereupon acknowledged to me that he executed the same as and for the act and deed of said firm.

My commission expires _____

Notary Public

CORPORATION ACKNOWLEDGMENT

State of _____ } ss.
County of _____

On this _____ day of _____, 20____, before me personally came

_____ to me known, who being by me duly sworn, did depose and say that he is the _____ of _____ the corporation described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation, and that he signed his name thereto by like order.

My commission expires _____

Notary Public

SURETY ACKNOWLEDGMENT

State of _____ } ss.
County of _____

On this _____ day of _____, 20____, before me personally came

_____ to me known, who, being by me duly sworn, did depose and say that he is an attorney-in-fact of _____ the corporation described in and which executed the within instrument; that he knows the corporate seal of said corporation; that the seal affixed to the within instrument is such corporate seal, and that he signed said instrument and affixed the said seal as Attorney-in-Fact by authority of the Board of Directors of said corporation and by authority of this office under the Standing Resolutions thereof.

My commission expires _____

Notary Public

SAMPLE

TRUCK/CONTAINER LETTERING LETTER

Letter should be on your Company letterhead, signed and notarized.

Date

Town of Islip
Department of Environmental Control
401 Main Street
Islip, New York 11751

RE: 2012 Solid Waste Services Permit

This is to certify that all containers provided to customers and all permitted vehicles are lettered in accordance with Chapter 21-14 A (1) and Chapter 21-9C of the Islip Town Code.

Your Signature
Name
Title

NOTARIZED

SAMPLE

FEE RESPONSIBILITY LETTER

This letter should be submitted when an applicant is permitting trucks registered in a name other than that of the Company Applicant.

Letter should be on Company letterhead, signed and notarized.

Date

Town of Islip
Department of Environmental Control
401 Main Street
Islip, New York 11751

RE: 2012 Solid Waste Services Permit

This is to certify that _____ (your company name) _____ will be responsible for all tipping fees incurred by the following trucks registered to _____ (truck registrant's name) _____ :

Year and Make of Truck

License Plate No.

Your Signature
Name
Title

NOTARIZED

PLEASE KEEP COPIES OF THIS FORM

2012 VEHICLE LIST MODIFICATION FORM

USE TO **ADD OR DELETE TRUCKS FROM YOUR PERMIT THROUGHOUT THE YEAR OR TO REQUEST ADDITIONAL CONTAINER/ROLLOFF STICKERS**

DATE SUBMITTED: _____
NAME OF COMPANY: _____ CLIENT #: _____
TELEPHONE NUMBER: _____

LIST VEHICLES TO BE ADDED

YEAR	BODY TYPE	BODY MAKE & MODEL	LICENSE PLATE #	N.Y. VEHICLE I.D. #	ISLIP TOWN DECAL #

VEHICLES TO BE REMOVED

YEAR	BODY TYPE	BODY MAKE & MODEL	LICENSE PLATE #	N.Y. VEHICLE I.D. #	ISLIP TOWN DECAL #

FEES: _____ Date
ADD'L. TRUCKS - number of additional trucks _____ @ \$250 each \$ _____
ADD'L. STICKERS - number of additional stickers _____ @ \$7.50 each \$ _____

TOTAL FEE ATTACHED \$ _____
THERE IS NO CHARGE TO REMOVE OR SUBSTITUTE A VEHICLE

Additional STICKER NO(S) _____ (For Town use only)

You must provide a current registration and insurance card for each truck addition or change. A new responsibility letter for tip fees, on Company letterhead signed and notarized, must also be submitted if added trucks are registered in a name other than permitted company.

2012 CUSTOMER LIST – TOWN OF ISLIP

Customer Name	Street Address	Town	Zip	Number, Size & Type Container	Frequency Of Pick-up	# of Units if Condo, Trailer, Apt., etc	Separate Collection Recyclables Y/N	Total Yards Collected	Total Tons Collected
Tom Jones Deli	234 Main St	Islip	11751	5 – 20 yds	1 x wk		N	433	43.3
JFK Kennedy Sch	34 Timber Road	East Islip	11730	2-30 comp	EOW		Y	60	18
Bay View Apts	1645 Burn Ave	Bay Shore	11706	cans	2 x wk	31	N		4
<i>SAMPLE CUSTOMER LIST</i>									
— MUST BE SUBMITTED IN ELECTRONIC FORMAT (MICROSOFT EXCEL COMPATIBLE) —									
						TOTAL ANNUAL VOLUME & TONNAGE			

CUSTOMER LIST MUST PROVIDE TOTAL VOLUME AND TONNAGE

(Note: Disclose the requested information for all locations at which you provide service, whether through direct agreement with the owner/occupant, or via a subcontract with a parent organization, broker, or other entity.)

Give actual address, not billing address.

Conversion:

Regular container - yards times 200 lbs - divided by 2,000 for tons.

Compactor container - yards times 600 lbs - divided by 2,000 for tons.

On Call = 1.5 times per month

Condo Units/Town Houses, Trailer Parks – cans = 1.8 tons/year per unit