



Permit. No. _____

SMALL COLLECTION FACILITY APPLICATION

PLEASE COMPLETE THE FOLLOWING INFORMATION:

PROPERTY ADDRESS _____

APPLICANT _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE _____ EMAIL ADDRESS _____

PROPERTY OWNER NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE _____ EMAIL ADDRESS _____

FACILITY OPERATOR CONTACT PERSON: _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE _____ EMAIL ADDRESS _____

TYPE OF MATERIAL(S) ACCEPTED _____

SIZE OF BIN _____

TYPE OF COLLECTION FACILITY: Check Box that describes your facility

- | | |
|--|--|
| <input type="checkbox"/> Kiosk type units which may be permanent | <input type="checkbox"/> Mobile Unit |
| <input type="checkbox"/> Unattended container placed for the donation
of recyclable materials | <input type="checkbox"/> Bulk Reverse vending machines
occupying more than 50 square feet |

I have read and agree to all of the City of Arcadia Regulations for a Small Collection Facility in accordance with Arcadia Municipal Code Sections (9287 et seq.) Any misrepresentations, or false and misleading statements shall render this permit null and void.

Applicant's Signature

Date

Property Owner's Signature of Approval

Date

FOR OFFICIAL USE ONLY: Approved Denied Expiration Date _____

By: _____ Date _____

FILING REQUIREMENTS & INSTRUCTIONS WORKSHEET:

The following materials must be submitted as part of the Small Collection Facility application. To ensure that your application package is complete, please check-off the boxes next to the required application materials.

Required Application Materials:

- Completed application form – There is no fee to apply for a Small Collection Facility.
- Written permission of property owner or an executed lease agreement.
- Two (2) copies of a site plan drawn to scale and clearly dimensioned. The site plan is to include at a minimum the following information:
 - 1) Street address and Assessor's Identification Number(s) (AIN).
 - 2) Size of property and City parkway areas with accurate dimensions.
 - 3) Location and size of all existing and proposed structures.
 - 4) Description of types of materials, colors, treatment, etc.
 - 5) Location of parking lot and of all landscaped areas.
 - 6) Total number of displaced parking spaces.
 - 7) All building and setback areas shall be clearly dimensioned.
 - 8) Names and contact information for the Applicant, Property Owner and Facility Operator/Manager.
- Signage design and location.
- Photos of the subject property including proposed location.
- Photos of the proposed facility to be installed.

Note: A parking study may be required if the facility will displace more than one (1) parking space.

FOR STAFF USE ONLY

- | | |
|--|--|
| <input type="checkbox"/> Completed Application Form | <input type="checkbox"/> Signage Information |
| <input type="checkbox"/> Written Permission from Property Owner | <input type="checkbox"/> Photos of Subject Property and Proposed Location |
| <input type="checkbox"/> Site Plans | <input type="checkbox"/> Photos of Proposed Facility |