



UNATTENDED DONATION/COLLECTION BOX ANNUAL RENEWAL

Existing permit # _____

UNATTENDED DONATION/COLLECTION BOXES OWNER/OPERATOR
*All fields below are required

COMPANY NAME:	
OFFICE CONTACT:	
BUSINESS ADDRESS:	
EMAIL:	
24-HOUR CONTACT #:	
WEBSITE:	

PARCEL OWNER
*All fields below are required

COMPANY NAME:	
OFFICE CONTACT:	
BUSINESS ADDRESS:	
EMAIL:	
CONTACT PHONE #:	
WEBSITE:	

RESPONSIBLE PARTIES
*All fields below are required

The Parcel Owner and the UDCB Operator (Operator) have joint and several liability for violations of Article 24.11 (Section 2, Ordinance Number 18-07-1093), including fees, citations, civil actions, and/or legal remedies relating to a UDCB. The Parcel Owner remains liable for any violation of duties imposed by Article 24.11 even if the Parcel Owner has, by agreement, imposed on the Operator the duty of complying with the provisions of this Article.

SIGNATURE OF PARCEL OWNER:			
PRINTED NAME:		DATE:	
SIGNATURE OF UDCB OWNER/OPERATOR:			
PRINTED NAME:		DATE:	

*All renewal application requirements must be submitted in full with this application along with a non-refundable \$50.00 renewal fee at least one month prior to the expiration of the active UDCB permit. Any incomplete applications will not be accepted or processed. This permit is required to be renewed annually.

The application is consistent with all the requirements of article 24.11 of the City of Murphy Code of Ordinance.

Applicant Signature _____ Date _____

All applications for the renewal of Unattended Donation/Collection Boxes (UDCB) must include and/or comply with the items listed below. Please initial next to each line item agreeing that you have provided the requested information with your permit application or that you are agreeing to comply with the terms outlined.

PERMIT ATTACHMENTS

- _____ A signed agreement stating that the Parcel Owner/Agent and Operator will abide by all the processes and requirements described in Article 24.11.
- _____ Photographs of the existing UDCB
- _____ A signed authorization from the Parcel Owner/Agent to allow placement of the UDCB
- _____ A signed acknowledgement of responsibility from the Parcel Owner/Agent and the Operator for joint and several liability for violations of Article 24.11
- _____ Proof of general liability insurance of at least \$1,000,000.00 covering the applicant's UDCB and naming the City of Murphy as an additional insured
- _____ For nonprofit Operators, evidence that the nonprofit is recognized by the Internal Revenue Service as such
- _____ For for-profit Operators, proof of an active business tax certificate

RENEWAL

- _____ Each UDCB permit shall be renewed annually by submitting a UDCB permit renewal application to the city at least one month prior to the expiration of the active UDCB permit along with a non-refundable renewal fee as prescribed in Appendix A.
- _____ Unless renewed as described above, each UDCB permit shall expire and become null and void annually on the anniversary of its date of issuance.

FOR OFFICE USE ONLY		
RENEWAL FEE:	PAYMENT MADE BY:	PAYMENT DATE:
PERMIT #:	RECEIVED BY:	RECEIVED DATE:
CODE COMPLIANCE: _____ There are no pending citations, unpaid fines or unresolved violations or complaints related to any UDCB managed by the listed operator _____ All existing unpermitted UDCBs that are managed by the proposed operator have been removed _____ Any verified blight on the subject property has been abated and any case of a complaint to the city regarding blighted conditions on the subject property has been closed _____ The site does not have a history of having nuisance conditions even if incidents of blight were abated. For the purpose of this renewal, "history of having nuisance conditions" means a notice of violation from the city has been sent to the applicant in the previous 12 months.		
Signature of Code Compliance Officer _____		DATE _____
REVIEWED BY:	REVIEWED DATE:	RENEWAL APPROVED:
NOTES:		