



City of Lawrence

Office of the City Clerk

DONATION BIN APPLICATION CHECKLIST

1. _____ Complete Application information [Sections I, II, III, IV, V and VI.
2. _____ Applicant must submit and a Criminal Offender Information Request [CORI] and obtain a written CORI report to be submitted to the Lawrence Police Department.
3. _____ Contact the Lawrence Police Department, 90 Lowell Street, Lawrence, MA [978-794-5900 – Ext. 584] to complete a Public Safety Review [ie: CORI] of the applicant or authorized representative of the applicant.
5. _____ The Applicant must be registered as a corporate entity OR complete and file a business certificate. A “Certificate of Good Standing” confirming the current status of the corporate entity or a “Business Certificate” must be filed and presented to the Licensing Board with the application;
6. _____ A Tax Verification Form and release from applicable City Departments is required before a license may issue [attached][See; Ord. Secs. 3.08.110, 5.04.080, and G.L. c..40, Sec 57] [THIS FORM MAY BE USED FOR THE DONATION BIN APPLICATION AND BUSINESS CERTIFICATE];
7. _____ Present the “Building Inspector Review” to a Building Inspector to verify the location of the Donation Bin meets with Zoning requirements [if any].
8. _____ Once completed, the application must be submitted to the Licensing Board to schedule a hearing before the Lawrence Licensing Commission. The Lawrence Licensing Board is located at City Hall, 200 Common Street, Room 209, Lawrence, MA and can be reached at 978-620-3270.
9. _____ After approval by the Lawrence Licensing Board, the approval form MUST be submitted to the Office of the City Clerk with payment of 150.00. The receipt of payment to the City of Lawrence MUST be presented to the Licensing Board Office [address above] to obtain the permit sticker for use on the Donation Bin as required.

ALL PERMITS EXPIRE ON DECEMBER 31ST



City of Lawrence
Office of the City Clerk
PUBLIC DONATION COLLECTION BIN
APPLICATION AND LICENSING BOARD PETITION
[City Ordinance Sec. 58.4]

City Clerk Bin Application Number:

2017-BIN-_____

FEE: 150.00

(PLEASE PRINT OR TYPE)

I. Applicant Information:

Applicant Name: _____

Home Address: _____ City _____ State _____

Home Tel. #: _____ Fax #: _____ E-Mail _____

Business Name: _____

Bus. Address: _____ City _____ State _____

Bus. Tel.#: _____ Fax #: _____ E-Mail _____

Name of Principal Business Owner: _____

Address of Principal Bus. Owner: _____ City _____ State _____

Principal Bus. Owner Tel.#: _____ Fax#: _____ E-Mail _____

Name and contact information of the individual to be contacted regarding finances and other information concerning the operation and maintenance of the collection bin(s) subject to this application:

Name: _____

Business Address: _____ City _____ State _____

Bus. Tel.#: _____ Fax #: _____ E-Mail _____

Bin Location: _____, Lawrence, MA

(only one bin and location per application)

Check all that apply: The business entity referenced above is:

A business operating as a d/b/a (doing business as)(attach a copy of your business certificate if checked);

A partnership (attach a list of partners if checked);

A Non-Profit Organization as filed with the Commonwealth of Massachusetts (attach a list of all officers of the organization AND a copy of a Non-Profit status filing with the Massachusetts Attorney General if checked);

A Corporation. Limited Liability Corporation or other entity as filed with the Secretary of the Commonwealth of Massachusetts (attach a list of all officers of the company AND a copy of a Certificate of Good Corporate Standing from the Massachusetts Secretary of State if checked);

II. Has the applicant ever been convicted of a crime or entered into a plea agreement to the commission of a crime? [circle one][YES][NO]

If yes, please describe the crime or charge involved and the disposition of the case below (attach additional pages if necessary).

Description: _____

Disposition: _____

III. DONATION COLLECTION BIN LOCATION AND SITE DRAWINGS (please attach to the application):

Please attach a description of the donation collection bin to be covered by the Licensing as well as the address where the donation collection bin(s) will be located and a detailed drawing indicating the position of permanent structures on the site including buildings and driveways, lot lines and the location of the proposed bin(s) along with photographs of the site. See Section 5.84.030(7).

IV. IF THE APPLICANT IS NOT THE OWNER OF THE PROPERTY OF ANY OF THE DONATION BIN LOCATIONS ABOVE, PLEASE PROVIDE THE FOLLOWING (please attach to the application):

If the applicant is not the owner of the property upon which the donation collection bin is to be located, the written notarized consent of the property owner on letterhead must be attached to the application. The consent shall include the name, address, and telephone number of the owner, lessee or other person or legal entity in control of the property where each such donation collection bin shall be placed. The applicant shall certify on the Licensing application that no fee is being paid to the property owner upon which the bin is being placed and shall provide written confirmation of this along with the written notarized consent from the property owner. See Section 5.84.030(8).

V. PROVIDE THE FOLLOWING INFORMATION (attach additional pages to respond):

The manner in which the applicant anticipates any donations collected via the bin would be used, sold or dispersed, and the method by which proceeds of collected donations would be allocated or spent. See Section 5.84.030(9).

The regular interval schedule at which the operator or person identified in the License collects the items donated and performs regular maintenance. Said interval shall not exceed thirty (30) days. The schedule of collection must be posted on the collection bin. See Section 5.84.030(9).

VI. NOTARIZATION:

I, the undersigned, state under the pain and penalty of perjury that all information contained herein is true and accurate.

Applicant (*signature*)

date

NOTARIZATION PURSUANT TO SEC. 5.84.030:

COMMONWEALTH OF MASSACHUSETTS

Essex, ss.

On this the _____ day of _____ 20____, before me, the undersigned notary public, personally appeared _____, the applicant herein, who proved to me through satisfactory evidence of identification, which is/were _____, to be the person whose name is signed on the preceding or attached document, and who swore or affirmed to me that the contents of the document are truthful and accurate to the best of his/her knowledge and belief.

Notary Public/Justice of the Peace
My Commission Expires

NOTE: DONATION COLLECTION BIN LICENES THAT ISSUE EXPIRT ON DECEMBER 31ST OF EACH YEAR AND MUST BE RENEWED BEFORE JANUARY 1ST EACH YEAR.

LICENSE FEE: 150.00 must be paid upon receipt of the permit.



City of Lawrence
Office of the City Clerk
PUBLIC DONATION COLLECTION BIN
PUBLIC SAFETY REVIEW and APPROVAL FORM
[City Ordinance Sec. 5.84]

(PLEASE PRINT OR TYPE)

Applicant Name: _____
(please print or type)

Authorized Employee of Applicant: _____
(please print or type)

Employee's Home Address: _____ State: _____ Zip Code: _____

***attach a list of any additional employees if necessary**

POLICE DEPARTMENT USE ONLY

Date Public Safety review completed for the above named individual: _____

(place a check mark for all that apply)

**A Public Safety Review has been completed for the above individual applying this license
 [check all reviews completed];**

CORI REVIEW OF APPLICANT'S EMPLOYEE COMPLETED;

OTHER: _____;

Public Safety Review fee has been paid for this application: Amount paid: _____

THE ABOVE NAMED INDIVIDUAL IS APPROVED **THIS INDIVIDUAL IS DENIED**

COMMENTS: _____

(Authorized by the Lawrence Police Department)(signature)

(print name and provide badge #)



CITY OF LAWRENCE LICENSE APPLICATION

[TAX ASSESSMENT AND VERIFICATION FORM]

CITY ORDINANCE: 3.08.110 AND 5.04.080 & MGL C.40, SEC 57

COMPLIANCE LIST

ALL PAYMENTS REQUIRED BEFORE ISSUANCE OF PERMITS OR LICENSES

(Please print)

Name of Applicant

Applicant's current Address

Applicant's Telephone No.

City

State, Zip

Property Owner's Name

Property Owner's Address

Owner's Telephone No.

City

State, Zip

DO YOU OWN OTHER PROPERTIES IN THE CITY OF LAWRENCE? YES NO
Please list below

List of Applicant's Other Properties *(Must attach Assessor's print out of all applicant's properties)*

Address

Map and Lot

Address

Map and Lot

Address

Map and Lot

More space needed - See attached list. Attachment must be signed and dated and stamped by City departments

Applicant's Signature

I declare under the pains and penalties of Perjury that the statements made on this application are true and correct. I also certify that all information herein is true and complete. I understand that any misleading or incorrect statements render this application void and can be grounds for revocation of permit or license. I have not knowingly and willfully made false statements or included false documents in support of this application or permit

Tax Collector's Stamp

(Taxes
Demolition
Liens)

Tax Collector's Staff Name

Signature

Date

Water Department's Stamp

(Water &
Sewer)

Water Department's Staff Name

Signature

Date

Inspectional Services' Stamp

(Trash
Tickets,
etc...)

Inspectional Services Staff Name

Signature

Date

This sign off list must be attached to all permits or license applications.
All sign off must include department stamps, signatures and dates.
PHOTOCOPIES WILL NOT BE ACCEPTED.

Lawrence City Ordinance 3.08.110- Payments due prior to issuance of licenses or permits.

A. The city shall deny any application for and shall revoke or suspend any license or permit, including renewals and transfers, issued by any board, officer or department for any person, corporation or business enterprise who has neglected or refused to pay any local taxes, fees, assessments, betterments or any other municipal charges, or with respect to any activity, event or other matter which is the subject of such license or permit and which activity, event or matter is carried out or exercised on or about real estate whose owner has neglected or refused to pay any local taxes, fees, assessments, betterments or any other municipal charges.

B. This section shall be administered in accordance with General laws, chapter 40, section 57, as amended from time to time.

(Ord. dated 8/2/95: prior code § 25-11)

Lawrence City Ordinance 5.04.080 - Denial, revocation, or suspension of licenses and permits for failure to pay municipal taxes or charges.

A. The tax collector shall annually furnish to each department, board, commission or division, hereinafter referred to as the licensing authority, that issues licenses or permits including renewals and transfers, a list of any person, corporation, or business enterprise, hereinafter referred to as the party, that has neglected or refused to pay any local taxes, fees, assessments, betterments or other municipal charges for not less than a 12-month period, and that such party has not filed in good faith a pending application for an abatement of such tax of a pending petition before the appellate tax board.

B. The licensing authority may deny, revoke or suspend any license or permit, including renewals and transfers of any party whose name appears on said list furnished to the licensing authority from the tax collector or with respect to any activity, event or other matter which is the subject of such license or permit and which activity, event or matter is carried out or exercised or is to be carried out or exercised on or about real estate owned by any party whose name appears on said list furnished to the licensing authority from the tax collector, as required by applicable provisions of law, and the party is given a hearing, to be held not earlier than 14 days after said notice. Said list shall be prima facie evidence for denial, revocation or suspension of said license or permit to any party. The tax collector shall have the right to intervene in any hearing conducted with respect to such license denial, revocation or suspension. Any findings made by the licensing authority with respect to such license denial, revocation or suspension shall be made only for the purposes of such proceeding and shall not be relevant to or introduced in any other proceeding at law, except for any appeal from such license denial, revocation or suspension. Any license or permit denied, suspended or revoked under this section shall not be reissued or renewed until the license authority receives a certificate issued by the tax collector that the party is in good standing with respect to any and all local taxes, fees, assessments, betterments or other municipal charges, payable to the municipality as the date of issuance of said certificate. *Ord. dated 5/3/05)*

Massachusetts General Laws (MGL) Ch 40, Section 57. - For full language of this law visit <http://www.malegislature.gov/Laws/Search>.



City of Lawrence
Office of the City Clerk
PUBLIC DONATION COLLECTION BIN
CORPORATE GOOD STANDING VERIFICATION
[City Ordinance Sec. 5.84]

DATE : _____ / _____ / _____

ATTENTION LAWRENCE LICENSING COMMISSIONERS:

(PLEASE PRINT OR TYPE)

Applicant Name: _____
(please print or type)

IF YOUR FIRM IS A CORPORATION, PLEASE SUBMIT A CURRENT “CERTIFICATE OF GOOD CORPORATE STANDING” ISSUED BY THE SECRETARY OF STATE FOR THE COMMONWEALTH OF MASSACHUSETTS.

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APPLICANT REPORTS THE ENTITY IS NOT A CORPORATION.
**[a business certificate must be obtained by the applicant]*

Applicant Name: _____
(signature)

----- **FOR CITY CLERK USE** -----

Staff to mark either or both of the following regarding the status of the applicant:

THE APPLICANT MAINTAINS A CORPORATION IN THE COMMONWEALTH OF MASSACHUSETTS AND HAS SUBMITTED A “CERTIFICATE OF GOOD CORPORATE STANDING” ISSUED BY THE SECRETARY OF STATE FOR THE COMMONWEALTH OF MASSACHUSETTS.

THE APPLICANT HAS FILED A CURRENT BUSINESS CERTIFICATE;

 City Clerk Staff (initials)

 date



City of Lawrence
Office of the City Clerk
PUBLIC DONATION COLLECTION BIN
BUILDING INSPECTOR REVIEW
[City Ordinance Sec. 5.40]

DATE : _____ / _____ / _____

ATTENTION LAWRENCE LICENSING COMMISSIONERS:

(PLEASE PRINT OR TYPE)

Applicant Name: _____

date

----- FOR BUILDING INSPECTOR'S USE -----

BUILDING INSPECTOR'S REVIEW

THE ABOVE BUSINESS ADDRESS IS APPROVED AS TO ZONING FOR USE:

Building Inspector (signature)

date



City of Lawrence
Office of the City Clerk
PUBLIC DONATION COLLECTION BIN
CITY CLERK and LICENSING BOARD REVIEW
[City Ordinance Sec. 58.4]

City Clerk Bin Application Number: 2017-BIN- _____

----- **CITY CLERK USE ONLY** -----

DATE APPLICATION RECEIVED BY CITY CLERK'S OFFICE _____;

CLERK STAFF INITIAL: _____

DATE APPLICATION SENT TO THE LICENSING BOARD _____;

CLERK STAFF INITIAL: _____

LICENSE FEE PAID [150.00]; DATE PAID _____;

DONATION BIN RECORD NUMBER: _____ **BINS** _____;

CLERK STAFF INITIAL: _____

**Clerk Staff to must record the Clerk Record Number on the Donation Bin data file.*

**Staff to keep approval submitted and provide the applicant with a copy to bring to the Licensing Board*



City of Lawrence
Lawrence Licensing Board
PUBLIC DONATION COLLECTION BIN
LICENSING BOARD REVIEW
[City Ordinance Sec. 58.4]

City Clerk Bin Application Number:
2017-BIN-_____

DATE : _____ / _____ / _____

----- **FOR LICENSING BOARD USE** -----
[PLEASE CHECK ALL THAT APPLY]

- A PUBLIC SAFETY REVIEW HAS BEEN COMPLETED;
- BUILDING INSPECTOR APPROVAL FILED;
- BUSINESS CERTIFICATE SUBMITTED;
- CORPORATE CERTIFICATE OF GOOD STANDING FILED;
- CORPORATE LIST OF OFFICERS SUBMITTED;
- DONATION COLLECTION BIN LOCATIONS AND SITE DRAWINGS SUBMITTED;
- CONSENT OF OWNER INFORMATION PROVIDED;
- DONATION USE AND MAINTENANCE DESCRIPTION PROVIDED;

*******LICENSING BOARD USE*******

ACTION BY LICENSING BOARD: [] APPROVED; [] DENIED

DATE APPROVED BY THE LICENSING BOARD ____ / ____ / ____;

PLEASE ATTACHED A COPY OF THE FIRST PAGE OF THE APPLICATION FOR CLERK

Signed by authorized Licensing Board Staff - (Licensing Board Authorization)

(please print name)

DONATION BIN PERMIT NUMBER: _____ DATE ISSUED: _____

Signed by authorized Licensing Board Staff - (Licensing Board Authorization)

(please print name)