



Town of Westwood

Department of Community and Economic Development – *Licensing Division*
50 Carby Street, Westwood, MA 02090

Janice Barba, Licensing Administrator
(781) 320-1366 or jbarba@townhall.westwood.ma.us

LICENSE APPLICATION for UNATTENDED DONATION CONTAINERS (UDCs)

Address of Property where UDC is proposed to be placed:	
UDC Applicant/Operator’s Federal Tax ID #: or Tax Exempt #:	New Application <input type="checkbox"/> License Renewal Application <input type="checkbox"/>
UDC Applicant/Operator’s Name:	Property Owner’s Name:
UDC Applicant/Operator’s Mailing Address:	Property Owner’s Mailing Address:
UDC Applicant/Operator Telephone #’s Office: Cell:	Property Owner’s Telephone #’s Office: Cell:
UDC Applicant/Operator Email Address:	Property Owner’s Email Address:
Website of UDC Owner/Operator:	Is UDC proposed to be placed on Town-owned property? Yes <input type="checkbox"/> No <input type="checkbox"/>
SUBMITTAL REQUIREMENTS – <i>Please attach documents as necessary.</i>	
Site Plan drawn and stamped by the Certified Land Surveyor showing all existing conditions on the lot and proposed location of each UDC. <input type="checkbox"/>	Drawing, rendering, or photograph of each proposed UDC, showing dimensions, materials, colors and signage. <input type="checkbox"/>
Copy of the Environmental Impact and Design Review (EIDR) Approval or Administrative EIDR Approval, where required pursuant to the Westwood Zoning Bylaw. <input type="checkbox"/>	Notarized written authorization from the Property Owner (or signature of Town Administrator if Town-owned property) for the placement of the UDC, and certification that Property Owner has received a copy of the UDC General Bylaw, and read and understood that bylaw. <input type="checkbox"/>
Detailed description of the materials intended to be collected in the UDC and where they will be donated or transferred to:	Detailed description of procedures for maintenance of the UDC to prevent scattering of donated material:
New License Fee - \$50 per UDC Paid <input type="checkbox"/> License Renewal Fee - \$25 per UDC Paid <input type="checkbox"/> Check payable to <i>Town of Westwood</i>	Refundable Deposit per UDC - \$200 per UDC Paid <input type="checkbox"/> (for new applications only) Check payable to <i>Town of Westwood</i>

Every UDC placed for collection in the Town of Westwood shall be subject to inspection by the Department of Public Works on a periodic basis for cleanliness, proper maintenance and timely pick up. License renewals will be based on satisfactory inspection and compliance with said policy.



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APPLICANT SIGNATURE
(Required for new applications and renewals)

I, _____, the undersigned, state that the information provided in this application, and associated attachments, is true and accurate to the best of my knowledge. Pursuant to MGL Ch. 62C, Sec 49A, I hereby certify under the penalties of perjury that I, to the best of my knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

Signature of Applicant: _____ **Date:** _____

Or by Corporate Officer: _____ **Date:** _____

(If applicable)

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

On this ____ day of _____, 20____, before me, the undersigned notary public, personally appeared the above-named _____, of _____,

_____, _____, _____, proved to me through satisfactory evidence of identification to be the person(s) whose name(s) is signed on the preceding document, and who acknowledged to me that he/she/they signed it voluntarily for its stated purpose, and who acknowledged it to be his/her/their free act and deed.

Notary Public

My commission expires: _____



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TOWN ADMINISTRATOR SIGNATURE

(Required for new applications and renewals, where applicable)

I, Town Administrator _____, hereby grant permission for the placement of the proposed UDC on Town-owned property at _____ for the period beginning on _____, 20__ and ending on _____, 20__.

Signature of Town Administrator: _____ **Date:** _____

PROPERTY OWNER SIGNATURE

(Required for new applications only)

I, _____, the undersigned, hereby grant permission for the placement of the proposed UDC on my property at _____, I hereby certify that I have received a copy of the UDC General Bylaw, and have read and understood that bylaw.

Signature of Property Owner: _____ **Date:** _____

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

On this ____ day of _____, 20__, before me, the undersigned notary public, personally appeared the above-named _____, of _____, _____, _____, proved to me through

satisfactory evidence of identification to be the person(s) whose name(s) is signed on the preceding document, and who acknowledged to me that he/she/they signed it voluntarily for its stated purpose, and who acknowledged it to be his/her/their free act and deed.

Notary Public
My commission expires: _____