

Town of Westerlo Transfer Station Facility User Permit-Resident Application and Renewal

Complete the below form. See back for instructions on how to submit your application.

Resident #1- Complete Column 1

Name

Address (Physical)

Address (Mailing if different)

Telephone #

Vehicle-Make

Vehicle-Model

Vehicle-License Plate #

Resident #2- Complete Column 2

Name

Address (Physical)

Address (Mailing if different)

Telephone #

Vehicle-Make

Vehicle-Model

Vehicle-License Plate #

I have read the instructions and have provided all required information and documentation required to obtain and/or renew a Residential User's Permit

Printed Name

Signature

Printed Name

Signature

Below is for Office Use Only

Date Application/Renewal Submitted

Permit #

Ownership Documentation Provided

Type

Copy of Driver's License for App. 1

Copy of Driver's License for App. 2

Application Approved

Application Denied

Reason for Denial

\$25 Fee Provided

Check/M.O. #

Cash

Approved by

Date

ANNUAL RESIDENTIAL TRANSFER STATION PERMIT INFORMATION

All residents in the Town of Westerlo are required to purchase a Transfer Station permit annually.

The permit authorized by the Town of Westerlo and granted to the Resident allows for the Resident to dispose of household waste and hazardous waste at the Transfer Station Facility, in accordance with all guidelines as stated within the Town's Solid Waste Management Code. For additional information, refer to the Solid Waste Management Code.

Upon ceasing to reside within the Town of Westerlo, the Residential User's Permit must be surrendered to the Town Clerk or a Transfer Station Employee.

It will be required by the Resident to renew the permit application each year, between the period of October 1st and November 30th, at the Transfer Station during normal operating hours, by mail or in person (by appt) at the Town Clerk's office at the Richard H. Rapp Municipal Building, for the following year's access to the Transfer Facility. Expired permits will result in the loss of Transfer Station access or privileges by Resident until the permit is renewed.

Please allow the Town Clerk's office 2 weeks processing time to review your application. Once the application is approved, your permit will be available to pick up at the Transfer Station. Permits are good from January 1st through December 31st of the following year. Please note, permits are non-transferrable and expire at the end of the year.

****Identifying documentation is required for ownership verification. All persons applying must provide copies of driver's license along with a copy of a mortgage bill, tax bill or deed. ****

HOW TO SUBMIT YOUR APPLICATION

To submit your completed application at the Transfer Station, place all info below in a sealed envelope and give to a transfer station employee during their regular operating hours:

- Complete and sign the application
- Provide copies of driver's licenses for each individual applying as well as identifying documentation explained above** (**Copies cannot be made at the Transfer Station**). Applications are limited to 2 people per household.
- Provide a check made payable to the "Town of Westerlo" in the amount of \$25.00.
- Money orders will also be accepted.

To submit your completed application by mail:

- Complete and sign the application
- Provide copies of driver's licenses for each individual applying as well as ownership documentation explained above** There is a limit of 2 people per household.
- Provide a check made payable to the "Town of Westerlo" in the amount of \$25.00. Money orders will also be accepted.
- mail your completed application, copies of licenses and check/money order to the following address:

**Town of Westerlo
Attn: Town Clerk
933 County Route 401
Westerlo, NY 12193**

To submit your completed application at the Town Clerk's office (Applications will ONLY be accepted at the Town Clerk's office **if making a cash payment**):

- Please contact the Town Clerk's office to schedule an appt. **518-797-3111 press 2 for the Town Clerk's office**
- Complete and sign the application
- Provide copies of driver's licenses for each individual applying (copies can be made by the Town Clerk's office at a cost of \$0.25/copy) as well as ownership documentation explained above**. **There is a limit of 2 people per household.**
- Provide cash payment

If you should have any questions, please contact the Town Clerk's office for more information.

518-797-3111 press 2 for Town Clerk's office.