



TOWN OF MANCHESTER TRANSFER STATION RESIDENTIAL RECYCLING PERMIT APPLICATION



Please keep a copy for your records. If completing by hand, please print clearly.

A Recycling Permit allows all Manchester residents to access the Transfer Station to dispose of recyclable materials and other eligible items (including food scraps). Registering for a Recycling Permit can also provide access to our satellite food scrap drop-off stations for eligible residents (those served by the Town's trash and recycling collection program). Submit this form in person, along with the required documentation, to the Sanitation Office (311 Olcott Street) during normal hours of operation (Tuesday through Saturday, 7:15am to 2:30pm). If you have questions regarding the Recycling Permit, punch cards, and/or Transfer Station rules and regulations, please contact Customer Service at **(860) 647-3257** or visit our website at manchesterct.gov/sanitation.

APPLICANT INFORMATION: (Only Street Addresses, NO Post Office Boxes accepted)

Full Name of Applicant(s) _____

Street Address _____

City _____ **State** _____ **Zip Code** _____

Phone _____ **Email** _____

Will you be participating in one or more of our Food-Waste-to-Compost programs? (For information on these programs, ask the Sanitation Office staff or visit manchesterct.gov/sanitation and select [Residential Food Waste.](#))

- No**
 Yes (Check all that apply)
 Maybe later
- Community Compost Program at Spruce St Community Garden**
 - Food Scrap Drop-off Program at the Transfer Station**
 - Food Scrap Drop-off Program at Satellite Locations***

*Note: satellite food scrap drop-off units will only be accessible by residents served by the Town's curbside trash and recycling collection program.

Select which cards you are looking to obtain. (Check all that apply.)

Punch Cards are available for purchase at the Sanitation office (311 Olcott Street) for chargeable items.

- Recycling Permit Card (Free)**
 4 Punch Card (\$25)
 10 Punch Card (\$50)

PROOF OF RESIDENCY: This application must be accompanied by **2** of the items listed below as proof of Manchester residency. Please allow **2-3 business days** for processing.

If the photo ID (State ID/Driver's License) provided does not match the residential address mentioned on this form, then 2 additional documents from the list below will be required.

****NOTE: 1 ITEM MUST BE A STATE PHOTO ID**

- State Photo ID (REQUIRED**)
- Utility Bill (Gas/Electric)
- Valid Lease Agreement
- DMV Registration
- Cable TV / Internet Bill

CERTIFICATION: *I certify that the permit I am applying for will only be used by the permittee(s) to deliver waste ONLY from my home to the Transfer Station or to designated satellite food scrap drop-off stations (as applicable). I further certify that the vehicle for which I am permitting is not used for business purposes or will be bringing material from any other physical location besides the above address.*

Applicant Signature _____ Date _____

THIS SECTION FOR TOWN OF MANCHESTER STAFF USE ONLY!

Date Permit Processed _____ Permit # Issued _____ Processed by (Full Name) _____

Payment Type/Amount: Cash _____ Credit/Debit _____