

### Recycling Permit Application Instructions

- 1.) All Recycling Permit Applications are to be submitted at the Public Works Department at the City of Schertz:

10 Commercial Place Bldg. #2  
Schertz, TX. 78154  
pwpermits@schertz.com

- 2.) Applications will only be accepted if all items on the Recycle Permit Checklist included in the submittal. These items are:

- Completed Recycle Application Form per vehicle
- Payment of \$2,500 per Application (Check Only)

- 3.) The applicant will be notified within a minimum of 3 business days if any additional information will be needed for the review.

- 4.) Approved permits including vehicle sticker will be ready for pick-up after notified by Public Works and can be picked at the above address. The permit sticker shall remain on vehicle. The permit is non-transferable from one person to another and expires 12 months from date issued.

- 5.) Contact Information:

Doug Letbetter 210-619-1820 dletbetter@schertz.com  
Tiffany Danhof 210-619-1800 tdanhof@schertz.com



**CITY OF SCHERTZ**  
**PUBLIC WORKS**  
 10 COMMERCIAL PLACE, BLDG. #2  
 SCHERTZ, TEXAS 78154  
 (210) 619-1800, FAX (210) 619-1849  
 pwpermits@schertz.com

## PUBLIC WORKS RECYCLING PERMIT APPLICATION

<b>BUSINESS/TRADE NAME (APPLICANT):</b>		<b>DATE:</b>
<b>BUSINESS TYPE:</b> <input type="checkbox"/> SOLE PROPRIETOR <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> CORPORATION <input type="checkbox"/> OTHER	<b>MAILING ADDRESS:</b>	<b>PHYSICAL ADDRESS:</b>
<b>PHONE:</b> <b>CELL:</b> <b>FAX:</b> <b>EMAIL:</b>	<b>YEARS IN BUSINESS:</b>	<b>DAILY HOURS OF OPERATION:</b>
<b>STATE ANY RECORD OF CRIMINAL FELONY CONVICTION AGAINST BUSINESS OR EMPLOYEES RESULTING FROM UNLAWFUL OPERATION OF A VEHICLE USED TO HAUL SOLID WASTE REFUSE:</b>		
<b>LOCATION WHERE VEHICLES WILL BE PARKED OR STORED WHEN NOT IN USE:</b>		
<b>PROVIDE DESCRIPTION OF THE SOURCE AND TYPES OF SOLID WASTE THE APPLICANT INTENDS TO COLLECT, TRANSPORT AND ESTIMATED ANNUAL TONNAGES:</b>		
<b>LOCATION(S) AT WHICH THE APPLICANT INTENDS TO DISPOSE OF THE SOLID WASTE COLLECTED INCLUDING NAME, ADDRESS AND TELEPHONE NUMBER OF THE OPERATOR OF EACH LOCATION:</b>		
<b>A CERTIFICATE OF INSURANCE MUST BE ATTACHED SHOWING THAT APPLICANT HAS OBTAINED AND FILED WITH THE CITY RECIEPTIONIST OF SCHERTZ THE REQUIRED COMMERCIAL GENERAL(PUBLIC) LIABILITY INSURANCE POLICY IN AN AMOUNT OF NOT LESS THAN \$1,000,000 (see below for further details)</b>		
<b>A CERTIFIED LIST OF VEHICLES MUST BE ATTACHED DESCRIBING ALL VEHICLES USED BY APPLICANT TO COLLECT AND TRANSPORT COMMERCIAL SOLID WASTE.</b>		
<b>PLEASE RETURN THE APPICATION BY MAIL TO: City of Schertz, 10 Commercial Place Bldg. 2, Schertz, TX. 78154</b>		
<b>INSURANCE REQUIREMENTS:</b> Prior to the issuance of a permit, the applicant seeking to permit vehicles intended to carry seven thousand (7,000) pounds gross vehicular weight or more shall file with the city clerk of the city of Schertz evidence of a commercial general (public) liability insurance policy in an amount of not less than one million dollars (1,000,000) and thereafter keep same in full force and effect with an insurance company authorized to do business in the State of Texas. The policy shall insure the public against any loss or damage that may result to any person to any person or property from the operation of the hauler's collection, transportation and disposal activities. In addition, the hauler utilizing vehicles that are intended to carry seven (7,000) pounds gross vehicular weight or more shall carry business automobile liability coverage for each and vehicle of that capacity owned or operated by hauler with combined single limits for bodily injury and property damage of not less than one million dollars (1,000,000). The policies shall contain a provision requiring that the City of Schertz be provided with thirty (30) days advance notice, in writing, of cancellation or material change in the policies. In the event of cancellation or material change in the hauler's policies, the permit shall be suspended along with hauler's vehicular activities until such time as the hauler can again secure appropriate coverage.		
<b>NOTICE</b>	<b>FOR DEPARTMENT USE ONLY</b>	
<p>THIS APPLICATION FOR PERMIT SHALL BECOME NULL AND VOID WITHIN 12 MONTHS OF ISSUANCE. ANYONE HOLDING AN EXPIRED PERMIT MAY APPLY FOR AN EXTENSION, IN WRITING. PERMITS ARE NON-TRANSFERABLE FROM ONE PERSON TO ANOTHER.</p> <p>I DO HEREBY ATTEST THAT ANY SOLID WASTE COLLECTED AND/OR TRANSPORTED BY APPLICANT WITHIN THE CITY OF SCHERTZ WILL BE DISPOSED AT FACILITY THAT IS AUTHORIZED BY THE TCEQ TO ACCEPT THE TYPE OF SOLID COLLECTED OR TRANSPORTED BY APPLICANT. APPLICANT WILL MAINTAIN A CURRENT PERMIT FOR EACH FOR EACH VEHICLE AS REQUIRED BY THE CITY OF SCHERTZ FOR COMMERCIAL HAULERS OF SOLID WASTE. I ALSO DUTIFULLY UNDERSTAND AND AGREE TO ABIDE BY THE PROVISIONS OF CHAPTER 14(SOLID WASTE) OF THE CITY OF SCHERTZ MUNICIPAL CODE.</p>	<b>PERMIT NUMBER:</b> _____  <b>PERMIT FEE:</b> _____	
_____ <b>SIGNATURE OF OWNER, CONTRACTOR OR AUTHORIZED AGENT</b>	_____ <b>APPLICATION ACCEPTED BY</b>	
_____ <b>PRINT NAME OF OWNER, CONTRACTOR OR AUTHORIZED AGENT</b>	_____ <b>DATE</b>	
_____ <b>DATE</b>	_____ <b>CITY AUTHORIZATION BY</b>	
	_____ <b>DATE</b>	