



Town of Wellesley
 Department of Public Works
 Recycling and Disposal Facility
 169 Great Plain Avenue, Wellesley, MA 02482 (781) 235-7600 x3345

Sticker _____

Waiver _____

RDF PERMIT APPLICATION

License Plate Number: (One vehicle per permit) Permit Number: (For Official Use Only)

Last Name:	First Name	Middle Initial
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Address

Town/City	State	Zip Code
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****INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED****

If an incomplete application is received, the office will make two (2) attempts to contact you to retrieve the necessary documents to complete your application. If we are unsuccessful your application will be deemed incomplete and discarded. Please provide your contact information below. Thank You

Please Print: Phone

Email:

I hereby apply for an RDF Permit to be used only on the vehicle described above. I agree to comply with the Town of Wellesley RDF Rules and Regulations, which are available for public inspection at the RDF, and at the Department of Public Works, 20 Municipal Way, Wellesley Hills. I understand that said rules and regulations provide among other things that the Permit Sticker (1) must be displayed on the inside lower left windshield of the above described vehicle, (2) is not transferable to any other vehicle, and (3) must be surrendered to the RDF upon my no longer being a Wellesley resident or upon request from an RDF staff member.

I acknowledge that I am authorized to use the RDF only for specifically authorized types of solid waste originating from my household in the Town of Wellesley, and I must place my waste in the area (s) assigned. Types of waste not generally authorized may be disposed of only on special days as announced by the DPW.

*I understand that the Board of Public Works, or it s authorized representative, may at any time suspend or remove this permit and **my privilege** to use the RDF if I fail to comply with the RDF Rules and Regulations. I acknowledge that this RDF Permit remains the property of the Town of Wellesley. I also certify under the penalties of perjury that, as of the date of this application, I am a resident of the Town of Wellesley at the address provided herein and that all information supplied above is true.*

(Please check all that apply, submit required documents and then sign below)

- I have read and accept the terms set forth in this application.
- Applicant owns and resides at address - I have provided a copy of my drivers license and car registration
- Applicant rents/leases property and resides at address - I have provided a copy of my drivers license, car registration and current residential rental agreement
- If mailed - I have included a self-addressed stamped business sized envelope.

Signature of Applicant Date

Office Use Only:	Permit issued by	Date Approved
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**DEPARTMENT OF PUBLIC WORKS
RECYCLING AND DISPOSAL FACILITY**

169 GREAT PLAIN AVENUE • WELLESLEY, MA 02482

Instructions for Permit Application

To obtain a new Permit Sticker, please follow the instructions below and submit all required information. Please allow up to three weeks for us to process your application. The new Permit Stickers will be mailed to you after processing your application. Please remove the old permit sticker before adhering your new permit sticker.

- 1. Complete the RDF Permit Application included in this mailing (one per vehicle).***
- 2. Include a copy of your driver's license (name and address must match with permit application). Otherwise, please make the appropriate changes with the Registry of Motor Vehicles and supply a copy of the transaction receipt.**
- 3. Include a copy of your vehicle Registration (name and address must match with permit application). Otherwise, please make the appropriate changes with the Registry of Motor Vehicles and supply a copy of the transaction receipt.**
- If car is not registered to your Wellesley address include other proof of Wellesley residency (tax bill, rental lease) in addition to your license and registration (name and address must match with permit application).**
- 4. Include a self-addressed stamped envelope (business size).**
- 5. Place an envelope that includes all of the above items in the mailbox at the RDF customer service entrance, or mail all of the above items to:**

**RDF Permit Sticker
169 Great Plain Avenue
Wellesley, MA 02482**

Should you have any questions in completing the application, please call the RDF permit office at 781-235-7600 x3345.

*Additional applications are available at the RDF Scale Office and on the RDF Website:
http://wellesleyma.gov/pages/WellesleyMA_DPW/rdp/RDF%20PermitAppInstructions.pdf

Permit Application Frequently Asked Questions:

Q. I have two vehicles; can I get a Permit Sticker for both vehicles?

A. Yes, however you need to submit a Permit Application for each vehicle.

Q. I am leasing my vehicle; can I apply for an RDF Permit Sticker for this vehicle?

A. Yes, however you must submit a copy of your tax bill or residential lease agreement.

Q. I am a new resident and I have not changed the address on my license and registration. Will I be able to get a Permit Sticker?

A. You need to apply for a temporary permit in person at the RDF office. You will need to change your license and registration before you apply for an RDF Permit Sticker. The Commonwealth of Massachusetts allows you 30 days to notify the Registry of Motor Vehicles of your change of address.

Q. I have a new license plate for my vehicle which does not match the RDF Permit Sticker, what should I do?

A. Simply re-apply for a new Permit Sticker.

Q. What do you do with the copies of my license and registration?

A. Copies of licenses and registrations are solely used for processing your application and afterward are shredded for your protection.

Q. Can my mail be used as proof of Wellesley residency?

A. No, only a Wellesley real estate tax bill or a verifiable renter's lease can be used to show proof of Wellesley residence.

Q. Can I transfer the Permit Sticker to my contractor working in my home in order to avoid the commercial charge?

A. No, Permit Stickers are non-transferable. Only a Wellesley resident personally delivering waste in accordance with the RDF Rules and Regulations from his or her primary Wellesley residence will not be charged a fee when delivering waste in a vehicle displaying a valid RDF Permit Sticker. All contractors working in your home or yard must go immediately to the RDF office and will be subject to a commercial dumping fee.

Q. Can my friend who doesn't live in Wellesley apply for a Permit Sticker for me?

A. No, only a Wellesley resident who properly completes the Permit Application can apply for a RDF Permit Sticker.

Q. What if I don't have access to a copying machine, will you accept my application without a copy of my license and vehicle registration?

A. No, all applications must accompany the proper documents in order that a Permit Sticker be issued. We accept scans or pictures and copying machines are available at the Wellesley Library and commercial copying centers.

Q. How long will the new RDF Permit Sticker be valid?

A. A timeline for the Permit Sticker to expire has not been determined. In the future, the Department of Public Works will give adequate notice of the date of expiration.

Q. If I sell my vehicle to another Wellesley resident should I remove the Permit Sticker?

A. Yes, in order to prevent illegal disposal of trash please remove the Permit Sticker.



**DEPARTMENT OF PUBLIC WORKS
RECYCLING AND DISPOSAL FACILITY**

169 GREAT PLAIN AVENUE • WELLESLEY, MA 02482

STICKER PLACEMENT INSTRUCTIONS

Dear Wellesley Resident,

The Wellesley Department of Public Works Recycling and Disposal Facility (RDF) has reviewed and approved your application. Your new Permit Sticker is enclosed. In order for your Permit Sticker to be valid please follow these instructions:

1. Make sure that the license plate number on your Permit Sticker matches the license plate of your vehicle.
2. Place the Permit Sticker on the **inside lower left** (driver's) side of the windshield (see graphic below) as close as possible to the lower corner so that it is out of the driver's critical viewing area.
3. Firmly press the Permit Sticker into position so that it is smooth and no air bubbles are visible.



Please note that a Wellesley resident can be denied access into the RDF if the above requirements are not met. If you have any questions or comments, please call the Recycling and Disposal Facility at 781-235-7600 x3345 and we will be happy to assist you.

Permit Sticker Placement Instructions

Frequently Asked Questions:

Q. What if I put the Permit Sticker in the wrong place, is it still valid?

A. No, Permit Stickers are only valid if they are placed on the lower left (driver's side) of the windshield. If you already placed your sticker on your vehicle, you will need to remove the sticker. Permit Stickers are designed to adhere only once, so you will need to bring in your damaged sticker to the RDF office with another properly completed Permit Application and associated documents.

Q. While I was attempting to apply my Permit Sticker, I accidentally folded the sticker. When I attempted to straighten it out, I ruined it. Will I have a problem receiving a new sticker?

A. No, be sure to bring in your damaged sticker to the RDF office. You will need to repeat the process of applying for a new Permit Sticker.

Q. How long will the new RDF Permit Sticker be valid?

A. A timeline for the Permit Sticker to expire has not been determined. In the future the Department of Public Works will give adequate notice of the date of expiration.

Q. If I get a vehicle registration, the new license plate will not match the number on the RDF Permit Sticker. Is this a problem?

A. Yes, the Permit Sticker number must match the number on your license plate in order to be valid. If they do not match you will need to re-apply for a new Permit Sticker.

Q. If I sell my vehicle to another Wellesley resident do I have to remove the Permit Sticker?

A. Yes, the Permit Sticker number must match the license plate that the Registry of Motor Vehicles has assigned to that vehicle. Otherwise the vehicle will not have a valid RDF Permit Sticker.

Q. Can I transfer the Permit Sticker to my contractor working in my home in order to avoid the commercial charge?

A. No, Permit Stickers are non-transferable. Only a Wellesley resident personally delivering waste in accordance with the RDF Rules and Regulations from his or her Wellesley residence will not be charged a fee when delivering waste in a vehicle displaying a valid RDF Permit Sticker. All contractors working in your home or yard must go immediately to the RDF office and will be subject to a commercial dumping fee.