

**APPLICATION FOR TEMPORARY BUILDING/ STRUCTURE AND USE OF LAND OR DONATION BOX RE-
SUBMITTAL COVER LETTER**

DEVELOPMENT SERVICES TEAM

DATE: March 9, 2018

MAR 14 2018

18-004

APPLICANT: TVI, Inc. d/b/a Savers is a for profit paid professional fund raiser accepting donations of secondhand clothing and household goods on behalf of Friends of the Epilepsy Foundation of Greater Chicago. Contracts and reports regarding Friends of the Epilepsy Foundation of Greater Chicago are on file with the Illinois Attorney General.

PROPOSED LOCATION: NaperWest Plaza, 510 South State Route 59, Naperville, IL 60540

TVI, Inc. d/b/a Savers on behalf of the Friends of the Epilepsy Foundation of Greater Chicago is requesting permits to place and operate a drop-off Donation Box and an Attended Donation Pod. The placement of this donation collection point, called an Attended Donation Station, is part of an effort to raise funds for the Epilepsy Foundation. It is also an effort to divert textiles and other household goods from solid waste streams and landfills.

The NaperWest shopping center is a frequently used shopping center and the Epilepsy Foundation would like to place the ADS in the shopping center parking lot to capture donations as a convenient pass by trip. The donated goods will be purchased from the Epilepsy Foundation by a national thrift store chain, where the donated goods will be sorted for either recycling or as thrift store merchandise. Other Municipalities have learned that enabling pass-by trip donations aids in reducing single destination trips and trips by a panel truck for curb side pickups in residential zones.

The ADS is not a typical unattended drop-off donation box that are common to many parking lots. The ADS will have a full time Attendant to mitigate the common nuisance problems associated with unattended drop-off bins. The ADS will be open between 8:30 AM and 5 PM (6 PM during the summer months), seven days per week. The ADS will employ a fulltime attendant with the following responsibilities:

- Open the ADS at the start of the day, and secure the ADS at closing
- Assist donors with unloading their donated goods
- Make a personal connection with donors and assure donations benefit the charity
- Keep the immediate area of the Pod and Bin clean and inviting, allowing donors to feel confident in their choice to donate and to feel safe while unloading
- Facilitate prompt removal of items dumped overnight around the ADS

The ADS is not intended to be a permanent structure, it consists of a free standing portable POD and a smaller free standing drop-off donation box. The Pod dimensions are 7.67 feet wide x 16 feet long x 8 feet high, and has a secure roll up door at one end. The Pod is intended to receive a larger volume of donated goods. The smaller drop-off donation box is provided as a convenience to individuals that are not able to drop-off donated goods during normal business hours. All of the donated goods will be placed completely in the Pod, no donated goods will be store outside of the Pod.

The appearance and size of the ADS components can be seen on the attached Appearance and Dimensions Exhibits. The appearance is intended to be inviting with crisp and clean contemporary graphics, and the identity of the Epilepsy Foundation.

The ADS will occupy no more than 2 existing parking stalls and will allow for individuals to park in an adjacent parking space to unload their donations. The ADS will not encroach into the adjacent drive aisles, and the attendant will encourage donors to park in adjacent parking stalls prior to unloading.

The property owner has provided a letter stating that two parking stalls dedicated to the ADS does not impact the demand for parking in the shopping center. This letter also confirms that no other donation bins are on the property. The property owner has taken precautions to preserve prime parking stalls for their permanent tenants. The property owner has a lease agreement with TVI, Inc. on behalf of The Epilepsy Foundation for the 2 parking stalls, believing that the ADS is compatible with the shopping center and their tenants.

The Epilepsy Foundation would like to locate the ADS in the shopping center parking lot year round. They understand that the permit application is for a 5 year period and will remove the ADS if a new permit is not issued. The residents of Naperville are aware of the waste diversion efforts and have been generous with their clothing donations. Please allow the ADS to remain year round, it will benefit the community and the Epilepsy Foundation.

Attached to this letter are two application re-submittal documents;

1. Letter from Property Owner, Bonnie Management Corporation of Naper North, LLC
2. Application for Temporary Building for the POD
3. Temporary Structure Checklist
4. ADS Appearance Exhibit
5. ADS Pod Dimensions Exhibit
6. Site Plan Map
7. Application for Temporary Building for the Bin
8. Bin Dimensions Exhibit

Thank you in advance for your consideration.

Regards,



Denise DiSanto
Area Manager
TVI, Inc d/b/a Savers



**CITY OF NAPERVILLE
DEVELOPMENT SERVICES TEAM
APPLICATION FOR TEMPORARY BUILDING, STRUCTURE, & USE OF LAND
OR DONATION BOX PERMIT**

Permit # _____

Complete this application and submit it to the Development Services Team (DST), 400 S. Eagle Street, Naperville, IL.
Applications will not be accepted by mail. For further information contact the DST counter at (630) 420-6100.

All information must be completed. Incomplete applications will not be accepted.

Please type or print clearly.

Address of Temporary Use*/Donation Box:

Naper West Plaza
510 S. State Rte 59
Naperville IL 60540

Property Owner Naper North
Address 8430 W Bryn Mawr #850
City Chicago St IL Zip 60631
Phone (708) 851-0808
Contact Scott Inlander

Applicant Epilepsy Foundation of Greater Chicago
Address 17 N State St Ste 650
City Chicago St IL Zip 60602
Phone (313) 939-8622
Contact Bryan Anderson

Contractor _____
Address _____
City _____ St _____ Zip _____
Phone () _____
Contact _____

**Note: temporary buildings, structures or uses of land shall not be established for a period exceeding 6 months without approval by the Naperville City Council.*

FOR TEMPORARY USE APPLICANTS:

TYPE OF STRUCTURE & USE A Single Drop off Clothing Donation Box. Standard Size

ELECTRICAL SERVICE YES NO **IF YES AMP SIZE**

Dates structure is to be up -- FROM: 4/1/18 TO: 4/1/19 # OF DAYS 365

FOR ALL APPLICANTS:

- ITEMS SUBMITTED:** Application Disclosure of Beneficiaries
 3 Copies of Site Plans & Specifications Payment
 Certificate of Insurance (Required for City Property Only)

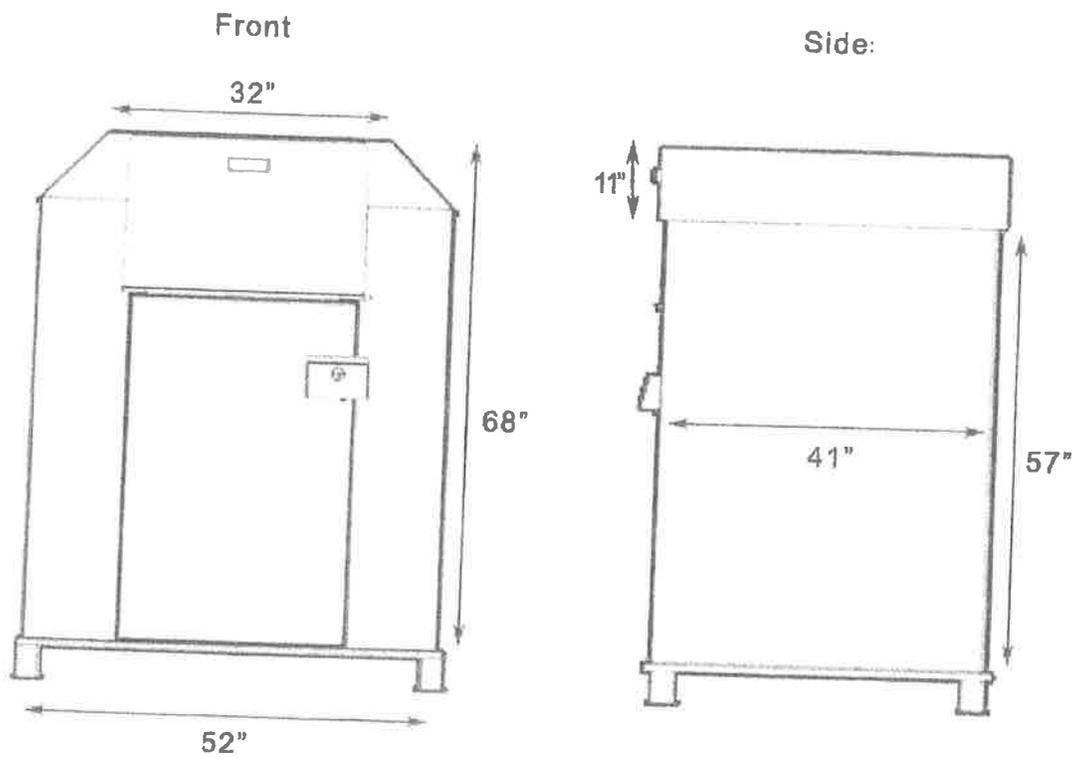
I, Denise DiSanto, being the applicant or owner of the premises in which the temporary use/donation box shall be established, agree to conform with and abide by all the rules, regulations, and provisions of the City Ordinances pertaining to the installation and maintenance of temporary uses/donation boxes now or hereafter in force.

Signature Denise DiSanto

Date 3/9/18

DONATION BOX PERMIT APPLICATION
BIN DIMENSIONS EXHIBIT
JUNE 8, 2016

PLEASE REFER TO THE APPEARANCE EXHIBIT
FOR
PROPOSED GRAPHICS APPLIED TO THE EXTERIOR OF THE BIN





**CITY OF NAPERVILLE
DEVELOPMENT SERVICES TEAM
APPLICATION FOR TEMPORARY BUILDING, STRUCTURE, & USE OF LAND
OR DONATION BOX PERMIT**

Permit # _____

Complete this application and submit it to the Development Services Team (DST), 400 S. Eagle Street, Naperville, IL.
Applications will not be accepted by mail. For further information contact the DST counter at (630) 420-6100.

All information must be completed. Incomplete applications will not be accepted.

Please type or print clearly.

Address of Temporary Use*/Donation Box:

Naper West Plaza
510 S State Rte 59
Naperville, IL 60540

Property Owner Naper North, LLC
Address 8430 W Bryn Mawr #850
City Chicago St IL Zip 60631
Phone (708) 851-0805
Contact Scott Inbinder

Applicant Epilepsy Foundation of Greater Chicago
Address 17 N State St., Ste 650
City Chicago St IL Zip 60602
Phone (313) 939-8622
Contact Bryan Anderson

Contractor _____
Address _____
City _____ St _____ Zip _____
Phone (____) _____
Contact _____

**Note: temporary buildings, structures or uses of land shall not be established for a period exceeding 6 months without approval by the Naperville City Council.*

FOR TEMPORARY USE APPLICANTS:

TYPE OF STRUCTURE & USE Attended Donation Pod
8.5' X 16' roll off container

ELECTRICAL SERVICE YES NO IF YES AMP SIZE _____

Dates structure is to be up -- FROM: 4/1/18 TO: 4/1/19 # OF DAYS 365

FOR ALL APPLICANTS:

- ITEMS SUBMITTED: Application Disclosure of Beneficiaries
 3 Copies of Site Plans & Specifications Payment
 Certificate of Insurance (Required for City Property Only)

I, Denise DiSanto, being the applicant or owner of the premises in which the temporary use/donation box shall be established, agree to conform with and abide by all the rules, regulations, and provisions of the City Ordinances pertaining to the installation and maintenance of temporary uses/donation boxes now or hereafter in force.

Signature Denise DiSanto

Date 3/9/18

**ATTENDED DONATION POD PERMIT APPLICATION
APPEARANCE EXHIBIT**
JUNE 8, 2016



ATTENDED DONATION POD
7.67' WIDE X 16' LONG
TO BE PLACED ADJACENT TO
DONATION BOX

DONATION BOX
SHOWN FOR LOCATION
REFERENCE ONLY, SEE
DONATION BOX PERMIT APPLICATION
FOR DETAILS

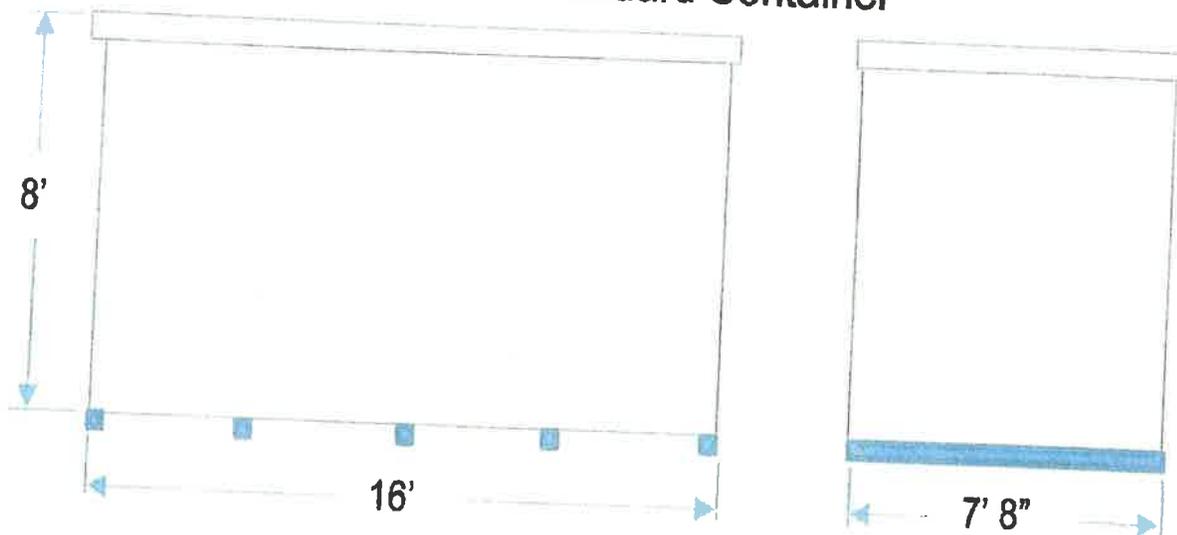


ATTENDED DONATION POD PERMIT APPLICATION
POD DIMENSIONS EXHIBIT

JUNE 8, 2016

PLEASE REFER TO THE APPEARANCE EXHIBIT
FOR
PROPOSED GRAPHICS APPLIED TO THE EXTERIOR OF THE POD.

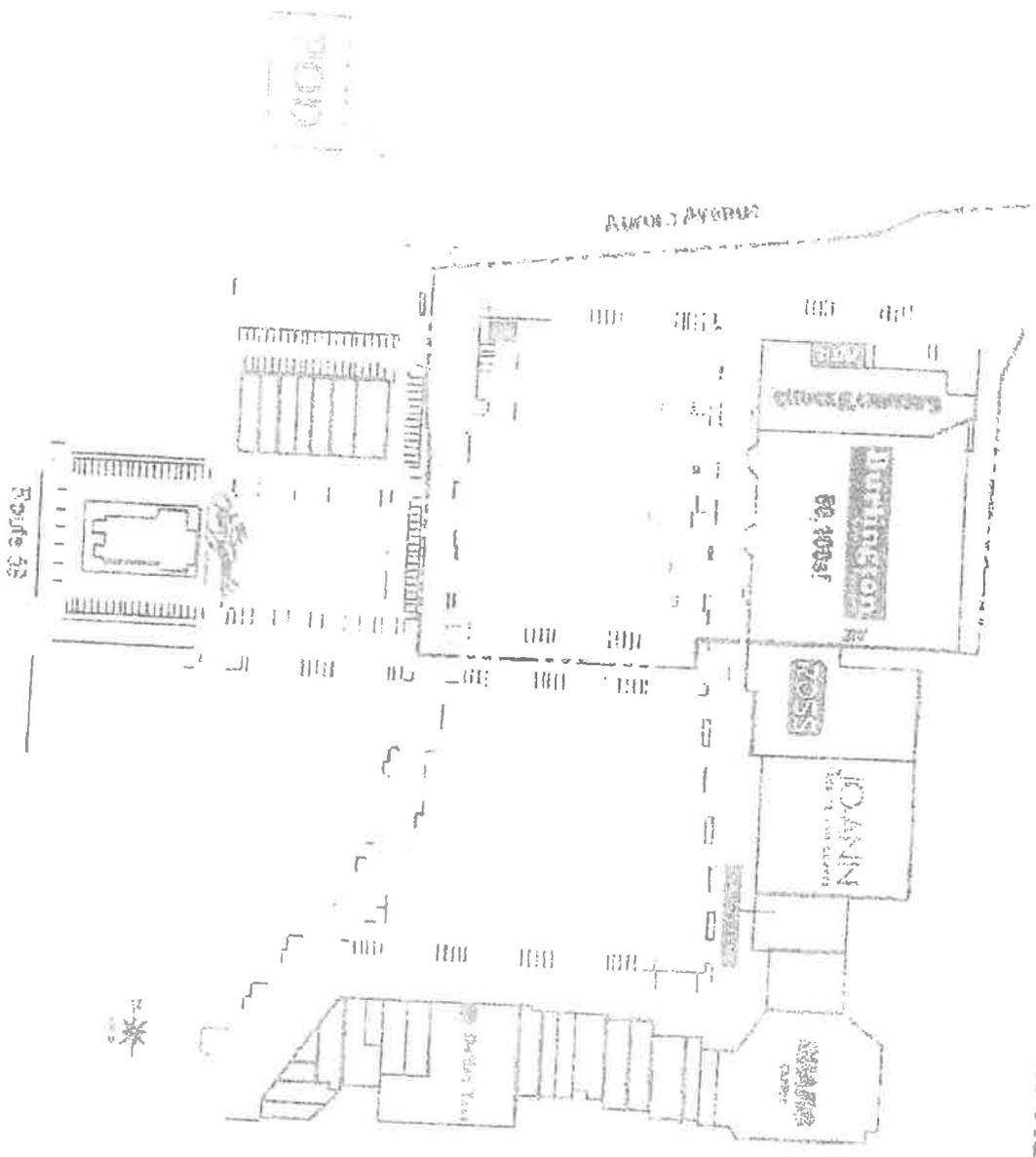
PODS Standard Container



4327

Naperville, IL: Naper West Plaza -- 576 South Route 59 (60540)

0863





Naperville

TEMPORARY STRUCTURE CHECKLIST

ADDRESS NaperWest Plaza, 510 S State Rte 59, Naperville IL 60540

PLANS: A site plan showing existing buildings, lot lines, driveways, walks, temporary structure, placement and layout of stock inside and out, and safety barriers. The following checklist of requirements is a method of providing the required information and is to be addressed.

HOW LONG WILL STRUCTURE BE ON SITE?

FROM _____ TO _____

FOR WHAT WILL IT BE USED?

Clothing Drop-Off Donation Station

IS SITE PLAN PROVIDED? (SEE EXHIBIT B)

YES NO

LOCATION OF TEMPORARY STRUCTURE ON SITE?

YES NO

Provide dimensions

Appx 75' from closest property line

IS PLACEMENT WITHIN BUILDING LINES?

YES NO

METHOD USED TO SECURE STRUCTURE TO GROUND

Free standing, no attachment

PROVIDED MANUFACTURER'S WIND RATINGS?

YES NO

PROOF OF FLAME SPREAD/FIRE PROOFING?

YES NO

LAYOUT OF THE INTERIOR?

YES NO

CLEAR AISLES INSIDE STRUCTURE?

YES NO

WILL THERE BE ELECTRICITY ON SITE?

YES NO

ELECTRIC HOOK-UP TO STRUCTURE?

YES NO

If yes,

Methods of wiring have been provided?

YES NO

Diagram has been provided?

YES NO

Specify hours of operation

FROM 8:30 am TO 6:00 pm

SANITARY FACILITIES?

YES NO

If yes, indicate type, amounts and locations

DUMPSTER(S) FOR RUBBISH?

YES NO

GREENHOUSES:

PARKING (HOW MANY SPACES USED)

DISTANCE TO MAIN BUILDING AND AISLES



CITY OF NAPERVILLE

DISCLOSURE OF BENEFICIARIES

In compliance with Ordinance 85-193, An Ordinance amending Title 1 (Administrative) of the Naperville Municipal Code, as amended, by adding Chapter 12 thereto requiring disclosure of certain interests by persons applying for permits, licenses, approvals or benefits from the City of Naperville

1. Applicant:

Name Epilepsy Foundation of Greater Chicago
Address 17 N State St, Ste 650 Chicago IL 60602

2. Nature of Benefit sought:

Placement of Attended Donation Pod & Bin at Naper West Plaza

3. Nature of Applicant: (Please check one)

- a. Natural Person
- b. Corporation
- c. Land Trust/Trustee
- d. Trust/Trustee
- e. Partnership
- f. Joint Venture

4. If applicant is an entity other than described in Section 3, briefly state the nature and characteristics of applicant:

501(c)(3) not for profit corporation

5. If in your answer to Section 3 you checked box b, c, d, e or f, identify by name and address each person or entity which is a 5% shareholder in the case of a corporation, a beneficiary in the case of a trust or land trust, a joint venture in the case of a joint venture, or who otherwise has a proprietary interest, interest in profits and losses or right to control such entity:

	Name	Address	Interest
a.	<u>None</u>		
b.			
c.			
d.			

6. Name, address and capacity of person making this disclosure on behalf of the applicant:

Bryan Anderson, Epilepsy Foundation of Greater Chicago President
17 N State St Ste 650 Chicago IL 60602

IMPORTANT NOTE: In the event your answer to Section 5 identifies entities other than a natural person, additional disclosures are required for each entity.

VERIFICATION

I, BRYAN ANDERSON, being first duly sworn under oath, depose and state that I am the person making this disclosure on behalf of the applicant, that I am duly authorized to make this disclosure, that I have read the above and foregoing Disclosure of Beneficiaries, and that the statements contained therein are true in both substance and fact.

[Signature]

Subscribed and Sworn to before me this 12 day of MARCH, 20 18

Notary Public

City of Naperville
400 S. Eagle St.
Naperville, IL 60540

DEVELOPMENT SERVICES TEAM

MAR 14 2018

18-6004

Re: NaperWest Plaza; Naperville, IL
510 S. State Route 59
Naperville, IL

To Whom it may concern:

Savers is the only organization that has permission to place a Pod or Bin for the purpose of collecting used clothing, shoes and other items at the above referenced property. Please note that any unauthorized Pods or bins will be removed if they are placed on this property.

Although there is a parking variance at this property, allowing the Savers PODS to occupy two parking spaces will not impact the demand for parking in the shopping center.

If you have any questions or would like to discuss further, please feel free to contact me at

Regards,

Bonnie Management Corp.
As Authorized Agent for NaperWest Plaza



Stacey Hansen
Property Manager