



## Special Collection Authorization Form

Customer name \_\_\_\_\_ ☐ Residential ☐ Commercial  
Address \_\_\_\_\_  
City \_\_\_\_\_ Zip \_\_\_\_\_ Sanitation Lot \_\_\_\_\_  
Assessment completed by \_\_\_\_\_ Date \_\_\_\_\_  
Special instructions \_\_\_\_\_

- |   |  |
|---|--|
| <input type="checkbox"/> * 6 or more bags/containers of yard trimmings            | <input type="checkbox"/> * Landlord eviction or large furniture cleanup  |
| <input type="checkbox"/> * Yard trimmings improperly prepared at the curb         | <input type="checkbox"/> * Commingled pile (tree parts and garbage, etc.)<br>(\$200 minimum fee / \$450 per truckload) |
| <input type="checkbox"/> * Yard trimmings placed at the curb by tree/lawn service | <input type="checkbox"/> * Tree parts greater than 3-inch diameter<br>(\$200 minimum fee / \$450 per truckload)        |
| <input type="checkbox"/> * Construction & demolition materials                    | <input type="checkbox"/> * Large volumes of garbage or yard trimmings  |
| <input type="checkbox"/> * Boxes: 10 or more flattened/any unflattened number     | <input type="checkbox"/> * Excess/overflow garbage bags placed curbside  |
| <input type="checkbox"/> * Bulky items requiring a special collection fee         |  |

### RESIDENTIAL

\*Estimated collection fee (\$100 minimum and \$225 per truck load)

**Additional fees beyond original estimate above may be assessed if collection volume exceeds original expectations**

### COMMERCIAL

(\$451 per load / \$451 minimum)

**Items at a business (fees will be billed to commercial account; account must be in good standing for collection)**

All items for special collection must be prepared by the residential/commercial customer in accordance with the Sanitation Division's proper preparation procedures, and prior to servicing by the special collections unit.

## Payment Options

**USPS mail** – check or money order payments (no cash) can be mailed to the Sanitation Division, 3720 Leroy Scott Drive, Decatur, GA 30032 – Attention: *Special Collections*. Please include all necessary information, i.e., resident's name, service address, full description of items to be collected, and the bulk ID, request ID, or number listed in red at the top right corner of this form. Collection of items will occur within ten business days after payments are received.

**Secure drop box** – submit check or money order payments (no cash) to a secure drop box located at the front entrance to the Sanitation Division's administration building, 3720 Leroy Scott Drive Decatur, GA 30032 – reference *Special Collections*. Please include all necessary information, i.e., resident's name, service address, full description of items to be collected, and the bulk ID, request ID, or number listed in red at the top right of this form. The drop box is available Monday through Friday, from 7 a.m. to 9 p.m. Collection of items will occur within ten business days after payments are received.

**In person** – make payments at the Sanitation Division's administrative office, 3720 Leroy Scott Drive, Decatur GA 30032, Monday through Friday, from 9 a.m. – 3 p.m.

**WHITE - Customer copy**

**YELLOW - Division copy**

**PINK - Supervisor copy**