



Special Collection Authorization Form

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

- | | |
|---|--|
| ☐ * Yard trimmings improperly prepared at the curb | ☐ * Landlord eviction or large furniture cleanup |
| ☐ * Yard trimmings placed at the curb by tree/lawn service | ☐ * Commingled pile(tree parts and garbage, etc
(\$230 minimum fee / \$517.50 per truckload) |
| ☐ * Construction & demolition materials | ☐ * Tree parts greater than 3-inch diameter
(\$230 minimum fee / \$517.50 per truckload) |
| ☐ * Boxes: 10 or more flattened/any unflattened number | ☐ * Large volumes of garbage or yard trimmings |
| ☐ * Bulky items requiring a special collection fee | ☐ * Excess/overflow garbage bags placed curbside |

RESIDENTIAL

*Estimated collection fee (\$115 minimum and \$258.80 per truck load)

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

COMMERCIAL

(\$517.50 per load / \$517.50 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