



### APPLICATION FOR WASTE COLLECTION SERVICES

Date: \_\_\_\_\_ Solid Waste Collection: \_\_\_\_\_ Yard Waste Only: \_\_\_\_\_

- Application for:
- Small Commercial Business or Church, # of Units\* \_\_\_\_\_ (\$178.81 per unit, billed annually.)
  - Multifamily Property, # of Units\* \_\_\_\_\_ (5-10 dwelling units total per parcel, \$178.81 per unit, billed annually.)
  - Multifamily Property, # of Units\* \_\_\_\_\_ (11-15 dwelling units total per parcel, \$178.81 per unit, billed annually. Requires approval by the Solid Waste Division - Urban Core only.)
  - Downtown Business, # of Cans \_\_\_\_\_ (\$46.70 per can, per month, billed quarterly)
  - Yard Waste Only (\$45.40, billed annually.)

\* Property record information obtained from the Property Appraiser’s Office is used to verify the total number of units.

**Business/Church Name:** \_\_\_\_\_

**Federal ID# or SS# (REQUIRED)** \_\_\_\_\_

**Billing Address** (Invoices will be mailed to the address noted below. Please notify us immediately, in writing, of any billing changes to update your account, [PWAdmin@coj.net](mailto:PWAdmin@coj.net)):

\_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: (\_\_\_\_\_) \_\_\_\_\_ Fax Number: (\_\_\_\_\_) \_\_\_\_\_

Cell Phone Number: (\_\_\_\_\_) \_\_\_\_\_

**Pickup Location Address:**

\_\_\_\_\_  
\_\_\_\_\_

Real Estate Number \_\_\_\_\_  
(XXXXXX – XXXX)

### PLEASE READ INFORMATION SHEET BEFORE SIGNING

By signature, I submit this application for curbside collection service provided by the waste hauler assigned to this area. I understand that services may be terminated for failure to pay within thirty (30) days of the date of the invoice but fees may accrue and I will be responsible for payment of all fees including all costs incurred by the Department of Public Works (DPW) i.e. attorney’s fees, collection agency fees, etc. unless I notify DPW in writing to cancel services. **Upon request, the prorated amount of paid fees or refund will be for all FULL months remaining after the date the Department of Public Works receives the cancellation notice.**

\_\_\_\_\_  
Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

### FOR OFFICE USE ONLY

Origin: \_\_\_\_\_ Registry ID: \_\_\_\_\_

Hauler: \_\_\_\_\_ Customer Number: \_\_\_\_\_



**DEPARTMENT OF PUBLIC WORKS**  
**MULTIFAMILY AND COMMERCIAL CURBSIDE WASTE COLLECTION SERVICE**  
**INFORMATION SHEET**  
**(Please retain this document for your records.)**

In accordance with Chapter 382.402 of the Municipal Code, the following commercial curbside collection service is available:

**Waste Collection Services to Multifamily Residences and Commercial Establishments**

- The City's Waste Collection Service is for multifamily residential customers with five (5) to ten (10) dwelling units or small commercial customers not exceeding ten business units.
- All waste receptacles must be placed in front of the property or business within 5 feet of the curb before 6:00 a.m. on the collection day to ensure pickup (no earlier than 5:00 p.m. the day before).
- Properties located in the Waste Pro (WP) service area receive automated garbage and recycling collection. Please visit <https://www.jacksonville.gov/departments/public-works/solid-waste/automated-services> for more information.
- Meridian Waste (MW) service areas receive automated recycling collection.
- Call 630- CITY (2489) to request tire/appliance collection.

**Billing/Invoicing and Account Information**

- Initial setup of a multifamily or commercial account is made by contacting staff with the Department of Public Works, Director's Office.
- The cost for garbage and yard waste services is \$178.81 per unit, billed annually. The cost for yard waste only collection is \$45.40.
- The service period is based on the City of Jacksonville's fiscal year – from October 1<sup>st</sup> of the current year to September 30<sup>th</sup> of the following year. Multifamily and commercial customers signing up for services during the current service period may receive a prorated invoice.
- Annual invoices are automatically generated each October once the account is established.
- Please notify us immediately, in writing at [PWAdmin@coj.net](mailto:PWAdmin@coj.net), of any billing changes in order to update your account.
- Unpaid invoices are sent to collections.
- Authorization to refund or adjust an invoice is determined by the Solid Waste Division.
- It can take up to **two weeks after initial payment is received** by the Department of Public Works for the account to become fully active.

**Cancellation Provision**

You have the right to cancel our services at any time however, cancellation requests must be in writing (or emailed to [PWAdmin@coj.net](mailto:PWAdmin@coj.net)) and addressed to the Department of Public Works, 214 N. Hogan St., 10<sup>th</sup> Floor, Jacksonville, FL 32202, Attn: Cancellation - Waste Collection Services. **The prorated amount of paid fees or refund will be for all FULL months remaining after the date the Department of Public Works receives the cancellation notice.** In cases where a business or church closed, please include documentation of the date the closing became effective. If the cancellation involves a change in property ownership, it would be helpful to inform the new owner that the Department of Public Works has been notified to cancel waste collection services under the previous owner's name. The new owner has the option to receive services by contacting our office to setup a new account or contract with a commercial waste hauler for proper disposal of waste. Customers cancelling services who have opted by other means to have their waste collected must demonstrate proof of proper disposal per Section 380.202 of the Municipal Code; please send to the Department of Public Works at the address noted above.

Please remit payment, made payable to **TAX COLLECTOR**, with your application. Waste collection services will commence within two weeks after both your application and payment have been received. Thank you for giving us the opportunity to provide your waste collection services.

**Please return to:**

Department of Public Works  
Solid Waste Accounts Receivable  
Ed Ball Building, 10<sup>th</sup> Floor  
214 North Hogan Street  
Jacksonville, FL 32202

Billing inquiries and initial setup for new accounts please email us at [PWAdmin@coj.net](mailto:PWAdmin@coj.net) or call 904-630-CITY (2489).

Service requests and collection inquiries: 904-630-CITY (2489).