

**TRANSFER STATION USE AND STICKER POLICY  
TOWN OF NORWICH**

**1. PURPOSE**

1.1 The purpose of this policy is to establish policies and procedures for use of the Norwich Transfer Station located at 24 New Boston Road. The cost of operating the Transfer Station is paid for through revenues from the sale of stickers, user fees for the disposal of Municipal Solid Waste (MSW) and property taxes. Use of MSW, Zero-Sort® recyclable materials or corrugated cardboard containers is limited to Norwich residents, land owners and small businesses disposing of materials generated in Norwich. Commercial operators are not allowed to use the Transfer Station.

**2. RESIDENT STICKER**

2.1 A valid resident sticker is required to enter the Transfer Station for the purpose of disposing of MSW, Zero-Sort® recyclable materials or corrugated cardboard at the Transfer Station.

2.1.1 A sticker is not required to only dispose of e-waste. For more information on e-waste and other electronic equipment go to the Norwich website at [norwich.vt.us](http://norwich.vt.us).

2.2 To be issued a resident sticker a Norwich resident shall provide the following:

2.2.1 Registration – A valid Vermont automobile registration showing the vehicle is registered and principally garaged in the resident’s name at the resident’s current Norwich address. If the vehicle (no larger than a pickup truck) is registered to a business, the Norwich resident must include a business card with his/her name and the name of the business to which the vehicle is registered or a letter on company letterhead authorizing the residents personal use, connecting the resident to the business and the vehicle<sup>1</sup>; or

2.2.2 Proof of Residency – One of the following proofs of residency bearing the resident’s name and Norwich address. It must be current (postmarked within past 30 days).

2.2.3 Bills must have the same name as the vehicle registration.

2.2.3.1 Electric or Telephone Bill

2.2.3.2 Cable Television Bill

2.2.4 Monthly Bank Statement (excluding mortgage)

2.2.5 Credit Card Bill

2.2.6 Water Bill

2.2.7 Signed apartment/dwelling lease

2.2.8 A non-resident second homeowner shall provide a copy of their tax bill, their electric or telephone bill or cable television bill with the non-resident homeowner’s name and Norwich address.

2.3 Sticker Placement – The sticker, using its adhesive side, shall be permanently affixed to the bottom right side of the windshield in a location that is easily visible from the outside of the vehicle and does not obstruct the view of the driver.

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<sup>1</sup> In the case of a sticker issued to a business vehicle (no larger than a pickup truck), the Transfer Station will only accept personal (no commercial items) items that are from the Norwich resident’s home.

2.4 Non-Transferable – Stickers are non-transferable and must be permanently affixed to the vehicle that the sticker was issued to.

2.5 Sticker Validity – Stickers are valid for the Norwich Fiscal Year that begins on July 1<sup>st</sup> and ends on June 30<sup>th</sup> of the following year.

2.6 Sticker Fees – The following is the cost of a sticker:

2.6.1 For a sticker valid between July 1<sup>st</sup> and June 30<sup>th</sup> – \$20.00.

2.6.2 For a second sticker for the same resident and a different vehicle and valid between July 1 and June 30 – \$5.00.

2.6.3 For a sticker purchased after January 1 and valid for the period from January 1<sup>st</sup> through June 30<sup>th</sup> – \$10.00.

2.6.4 For a second sticker for the same resident and purchased after January 1 and valid for the period from January 1 through June 30 – \$2.50.

2.7 Stickers are available at the Town Clerk's Office or the Transfer Station during normal operating hours.

2.8 Replacement Stickers – If the sticker needs to be replaced as a result of replacing the windshield or obtaining a new vehicle take the Transfer Station sticker off of the old windshield or vehicle and bring as much of the sticker that you can to the Town Clerk's Office or Transfer Station to obtain a new car sticker for \$1.00.

### **3. NON-RESIDENTIAL STICKER**

3.1 A valid non-resident sticker is required to enter the Transfer Station for the purpose of disposing of MSW, Zero-Sort® recyclable materials or corrugated cardboard at the Transfer Station.

3.2 A non-residential sticker may be issued for a non-profit, a small business located in Norwich that has five or fewer employees and to a private individual that picks up MSW from five or fewer residents in Norwich.

3.3 The non-residential sticker will consist of two resident stickers. Wherever a sticker is referenced in this section it refers to two stickers placed with one sticker above the other.

3.4 A valid sticker is required to enter the Transfer Station and to dispose of MSW, Zero-Sort® recyclable materials or corrugated cardboard at the Transfer Station.

3.4.1 A sticker is not required to only dispose of e-waste. For more information on e-waste and other electronic equipment go to the Norwich web-site at [norwich.vt.us](http://norwich.vt.us).

3.5 To be issued a non-residential sticker the following information shall be provided.

3.5.1 For a small business with five or fewer employees:

3.5.1.1 Certification from the owner of the business that the business is located in Norwich and has five or fewer employees and the following as proof of business ownership and that it is located in Norwich.

3.5.1.2 Electric or Telephone Bill

3.5.1.3 Monthly Bank Statement (excluding mortgage)

3.5.1.4 Water Bill

3.5.1.5 Signed lease for space

3.5.2 For a private individual that picks up MSW from five or fewer residents in Norwich:

3.5.2.1 Certification from the owner of each of the residents that they have contracted with the private individual to pick up their MSW and recyclable material.

3.5.2.2 Copies of proof of residency as defined in Section 2 of this policy.

3.5.2.3 Certification from the private individual that they will only bring MSW and recyclable material from the specified residents.

3.6 Sticker Placement – The sticker, using its adhesive side, shall be permanently affixed to the bottom right side of the windshield in a location that is easily visible from the outside of the vehicle and does not obstruct the view of the driver.

3.7 Non-Transferable – Stickers are non-transferable and must be permanently affixed to the vehicle that the sticker was issued to.

3.8 Sticker Validity – Stickers are valid for the Norwich Fiscal Year that begins on July 1<sup>st</sup> and ends on June 30<sup>th</sup> of the following year.

3.9 Sticker Fees – The following is the cost of a sticker:

3.9.1 For a sticker valid between July 1<sup>st</sup> and June 30<sup>th</sup> – \$40.00.

3.10 Stickers are available at the Town Clerk's Office or the Transfer Station during normal operating hours.

3.11 Replacement Stickers – If the sticker needs to be replaced as a result of replacing the windshield or obtaining a new vehicle take the Transfer Station sticker off of the old windshield or vehicle and bring as much of the sticker that you can to the Town Clerk's Office or Transfer Station to obtain a new sticker for \$2.00.

## **4. DISPOSAL OF RECYCLABLE MATERIALS**

4.1 The following recyclables are prohibited from landfills by State law and shall not be disposed of in the solid waste compactor; Metal: aluminum and steel cans, aluminum foil and pie plates, Glass: bottles and jars from foods and beverages, Plastics: #1 and #2 (PET and HDPE resin types) containers, Paper: corrugated cardboard, white and colored paper, newspaper, magazines, paper mail and envelopes, boxboard, and paper bags.

## **5. COUPONS**

5.1 A coupon is required to dispose of materials in the MSW trash compactor. The cost of a coupon card for 10 bags of garbage is \$35.00 (\$3.50 per bag). The price per individual bag at the Transfer Station is \$4.00. A bag is defined as containing not more than 30 gallons of MSW. The minimum marking of a coupon card is for one-half bag or 15 gallons. MSW that is not brought to the transfer station in a standard 30 gallon bag or when there is a dispute with the Transfer Station attendant of the amount of MSW the MSW will be emptied into a standard 30 gallon trash can for measuring the quantity.

## **6. EFFECTIVE DATE**

This policy replaces the previous policy and is effective starting on July 1, 2016.

2016-2017  
Residential Permit Application

Expires June 30, 2017  
PERMIT FEE \$20.00 EACH  
(\$5.00 for second sticker purchase)

**NORWICH**

*For Norwich Residents Only*

PERMIT NO. \_\_\_\_\_

FEE \_\_\_\_\_

**Norwich Transfer Station**  
24 New Boston Road, Norwich, VT

Print Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

1. Vehicle Make \_\_\_\_\_ License Plate # \_\_\_\_\_ State \_\_\_\_\_

2. Vehicle Make \_\_\_\_\_ License Plate # \_\_\_\_\_ State \_\_\_\_\_

*I certify this permit application is for disposal of solid waste and recycling of materials from my residence in the Town of Norwich listed above.*

*I will follow the Norwich Transfer Station's Rules and Policies.*

*I understand I must affix the permit to the lower right corner (passenger side) of the windshield and may not transfer the permit to another vehicle without notifying \_\_\_\_\_.*

Signed \_\_\_\_\_  
Signature of Applicant

Approved by \_\_\_\_\_

Date \_\_\_\_\_

2016-2017  
Nonresidential Permit Application

Expires June 30, 2017  
PERMIT FEE \$40.00 EACH

**NORWICH**

PERMIT NO. \_\_\_\_\_

FEE \_\_\_\_\_

**Norwich Transfer Station**  
24 New Boston Road, Norwich, VT

Print Name: \_\_\_\_\_

Street and Mailing Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Email: \_\_\_\_\_

Vehicle Make \_\_\_\_\_ License Plate # \_\_\_\_\_ State \_\_\_\_\_

Total number of employees for small business or nonprofit: \_\_\_\_\_

Residences to be served by private individual:

Printed Name	Address	Signature of Property Owner

*I certify this permit application is for disposal of solid waste and recycling from residences or small businesses located in the Town of Norwich listed above.*

*I will follow the Norwich Transfer Station's Rules and Policies.*

*I understand I must affix the permit consisting of two stickers to the lower right corner (passenger side) of the windshield and may not transfer the permit to another vehicle without notifying \_\_\_\_\_.*

Signed \_\_\_\_\_  
Signature of Applicant

Approved by \_\_\_\_\_

Date \_\_\_\_\_