

2026

Drop Box Permit Application





City of Rockford, Illinois
Public Works Department
425 East State Street, Rockford, IL 61104
Phone: 779-348-7174 Fax: 815-967-7058
Web: www.rockfordil.gov



DROP BOX APPLICATION (\$54 per box/per yr)

COMPANY: _____

ADDRESS: _____

PHONE: _____ CITY: _____ STATE: _____

CONTACT AGENT: _____

NUMBER OF DROP BOXES APPLYING FOR: _____

AMOUNT DUE: _____

(\$50.00 each paid in full)

INSURANCE COMPANY: _____

ADDRESS: _____

PHONE: _____ CITY: _____ STATE: _____

POLICY NUMBER: _____

COVERAGE AMOUNT: _____

PLEASE ATTATCH A LIST OF THE LOCATIONS WHERE YOU WISH TO PLACE DROP BOXES, AND YOUR CERTIFICATE OF INSURANCE. ANY DROP BOX NOT PERMITTED WILL BE REMOVED AND BECOME POPERTY OF THE CITY OF ROCKFORD.

IF AT ANY TIME THERE IS A NEED TO RELOCATE A DROP BOX, THE DEPARTMENT OF PUBLIC WORKS MUST BE NOTIFIED BY LETTER PRIOR TO THE RELOCATION FOR APPROVAL.

APPLICANT: _____ DATE: _____

CITY OFFICIAL: _____ DATE: _____



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Hold Harmless Agreement

THIS AGREEMENT made and entered into this _____ day of _____, 20____, by and between the City of Rockford, a municipal corporation, by and through its duly authorized officers, agents, and/or employees, and

_____ by and through its duly authorized officers, agents, and/or employees
(property owners name or association name)

WHEREAS, _____ desires to place an
(property owner's name or association name)

encroachment in the public way, located at the following address _____

The encroachment consists of _____

This encroachment is located _____

(owner's name or association name)

Hereby agrees to release and hold harmless the CITY OF ROCKFORD, a municipal corporation, and its officers, Agents and/or employees for any and all persons and/or property incurred as a result of the construction, existence or repair of the aforementioned encroachment.

WHEREAS, at any time the City of Rockford may request for the encroachment to be removed. If the encroachment must be removed. If the encroachment must be removed for construction purposes the City of Rockford is not responsible for returning the encroachment to its original condition.

(property owner or association president signature)

BY: _____
(public works signature)

CITY OF ROCKFORD, a municipal corporation

BY: _____
(Legal Director)