

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](http://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 PROPERTY 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 owner's 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.

WHENAS, 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)