



LITTER MANAGEMENT PLAN

As per Ordinance 0-21-93, all sponsors of special events within the Town of Morristown must submit in writing, a **Litter Prevention Plan** to the Department of Public Works not less than **14 days prior to the event**.

Event Name: _____

Event Location: _____

Start Time: _____	End Time: _____	Set Up Start Time: _____	Breakdown End Time: _____
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E-mail: _____	Anticipated # of Participants: _____
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Contact Person(s): _____

Mailing Address: _____

Provide the specific Litter Prevention Plans for during and after the event, including contact information for responsible party:

As the sponsor of the event, check here to acknowledge that you shall assure that an adequate number of litter and recycling receptacles are provided for the event, and that the condition of the receptacles will be monitored during the event. The number of receptacles required shall be determined using the following criteria:

- *One trash and one recycling receptacle for every 4 booths, or stations
- *One trash and one recycling receptacle for every open area approximately 50 ft. X 50 ft.
- *At least two receptacles at every intersection where an event is planned, to be placed on opposite sides of the street.
- *Two extra receptacles for every 250 or more people expected to attend.

For a copy of Ordinance 0-2 1-93 or additional information, contact the D.P.W. at 973-292-6670.

Print Applicant Name(s): _____

Submittal Date: _____	Signature: _____
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DO NOT WRITE BELOW THIS LINE
OFFICIAL USE ONLY

Plan Received by: _____	Date Received: _____
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Date Submitted: _____
