Applying for a Waste Cart

This document will guide a user through the process of applying for a waste cart via Civic Access. To apply for a waste cart, a user must be signed into their Civic Access account.



Uick on **Apply** in the top menu bar.

City of Naper Permitting, Plans and Li Apply, pay for and manage	ville iccensing Portal applications	Dathboard Analy My Wor	rk Man Calaedar a	Bervinner • Search O		Donovan Kay •	™ 0
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2 Gart	bage & Recycling Cart Purchasing	rending	dy History				
> Shor	w Categories Garbage & Recycling Cart Category Name: Department of Public Works	Purchasing Description: Naperville residents within City collection from the City's contra recycling carts. These durable, plastic wheeled of garbage carts are designed to be permanently attached id, a han warranty against manufacturer' Participation in the cart program Naperville residents because of	v limits who receive curbsic tetor, Groot Industries, car carts cannot be used for ne lifted mechanically by ga die that allows for easy m is defects. They are conver is defects. They are conver to competely voluntary: their convenience and east	de garbage and recycling purchase wheeled garbage and cycling or yard waste. The trabage trucks and feature a neuvering and a lovear lient and easy to store and use. These carts are being offered to or fuse.	Show My Templates		
Need Assistance? 630-420-6059 Inspections Scheduling: 630-420-6100, Sek City Hall Address: 400 S. Eagle St., Napervil	ect Option 1 lie, IL 60540						

Zype the name of the application (Garbage & Recycling Cart Purchasing) and click the search button (

Click **Apply** to begin the application process.

3

Clicking on **Help me choose** will launch the Decision Engine. The Decision Engine can help a user locate a permit application through a series of prompts.

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4	LOCATIONS Enter the address the gard ADDRESS SEARCH: 0 DN OT enter punctuation 0 Only enter Street Numble Partial address enty its and PARCEL SEARCH: 0 DN NOT include hyphens Location Add Location ++++++++++++++++++++++++++++++++++++	n (Enter address this wa r and Street Name, do lowed (i.e. 400 eagl), a t rn, please contact us.	cart is delivered to. 1 y: 123 Main or 800 S Ba not include Street Suffix nit list will be displayed f	Click "Next" to procee inton). (ST, DR, AV, etc.). form which the correct add	ed to the next step. dress may be selected.		
Need Assistance? 630-420-	Create Template 5059					Save Draft Next	

Add the location the work is being done at by clicking on the **Add Location** tile.

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	Results per page 10 v 1-1 of 1 << < 1 > >>		
Questions Regarding Building Permits, Plan Application	and Inspections: (630) 420-6100		
Questions Regarding Business Licenses and Trade Perm	ts: (630) 305-5300		
City Hall Address: 400 S. Eagle St., Naperville, IL 60540			

5 Use the search bar to find the address. The search bar will only return results that match a location within incorporated Naperville city limits.

6 Naperville garbage service is not commonly provided for an address outside of incorporated Naperville. However, if you believe you do get service at a non-incorporated address, use the Enter Manually option to populate the address. Otherwise, click Add.

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	LOCATIONS				
	Enter the address the garbage and	I/or recycling cart is delivered to	. Click "Next" to proceed t	o the next step.	
	ADDRESS SEARCH: • Do <u>NOT</u> enter punctuation (Enter a • Only enter Street Number and St • Partial address entry is allowed (i. • If no address results return, please	Iddress this way: 123 Main or 800 S E reet Name, do <u>not</u> include Street Suff 2. 400 eagl), a hit list will be displayed 2 contact us.	Benton). fix (ST, DR, AV, etc.). I from which the correct addre	ss may be selected.	
	PARCEL SEARCH:				
	Do NOT include hyphens in parcel	lookup.			
	Type: Location				
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	Main Address 🛛				
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	A description is not required. Click	"Next" to proceed to the next si	tep.		
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8 Save Draft Next

A description is not necessary for this application.

Back Create Template

8 Click Next.

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сом Аdr	NTACTS ditional Contacts are n Applicant/Petitioner Donovan Kay (You) 400s eagle st, Naperville, IL	ot required. Click "Nes Applicant/Petitioner Add Contact	xt" to proceed to t	he next step.			
Ba	ack Create Template					Save Draft	

Verify the name and address for this application is the same one you would like the waste carts to be delivered to. You can also add additional people to this application using the 'Add Contact' button.

A contact must already have an account in order to be added to this application.

0 Click Next.

Contacts Type Contacts More Info Attachments Evelow and Bubmit MORE INFO Select the garbage cart size from the drop-down menu. Select "None" if you are not ordering a garbage cart. Select the recycling cart size from the drop-down menu. Select "None" if you are not ordering a recycling cart. Select the recycling cart size from the drop-down menu. Select "None" if you are not ordering a recycling cart. Garbage Cart Options Recycling Cart Options Y	Apply for Permit - Garb	bage & Recycling Cart Or	der			*REQUIRE
Locations Type Contacts More Info Attachments Periew and Submit MORE INFO 1. Select the garbage cart size from the drop-down menu. Select "None" if you are not ordering a garbage cart. 2. Select the recycling cart size from the drop-down menu. Select "None" if you are not ordering a recycling cart. 3. Click "Next" to proceed to the next step. Image: Cart Options Image: Cart Options		\bigcirc		4	6	6
Recycling Cart Options						
		Garbage Cart Options			~	Top Main M

Omplete the More Info section to provide additional information about the work being done.

22 Click Next.

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Attachments Attachments are not requined click or drag files Add Attachment the Supported pill jug. jug. doc. docx, jug. cor	lired for this applical	tion. Click "Next" to	proceed to the next	: step.		
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¹³No attachments are needed for this specific application. Please click **Next.**

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Locations							
	Location	400 SEAGLE ST, NAPERV	ILLE, IL, 60540				
	Parcel Number	07134410190000					
Basic Info							
	Type	Garbage & Recycling Cart	Order				
	Applied Date	03/25/2024					
Contacts							
	Applicant/Petitioner	Donovan Kay 400s eagle st., Naperville, I	L.,				
More Info							
	Garbage Cart Opt Recycling Cart Opt	tions			Top Main Menu		
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City of Naperville Permitting, Plans and Licensing Portal		Donovan Kay -	Mo
Apply, pay for and manage applications Home Dashboard Apply MyWork Map Calendar () Resources • Sear	ch Q , Report		
Orur application was successfully submitted! You have successfully submitted your order for a garbage and/or recycling cart. Your order will not be processed until the invoice asociated with your order has been paid. Continue to parmit	Fees \$61.42 View Details 15		



Ulick Add to Cart to begin the payment process.

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Apply, pay for and mana	age applications							
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	4Back							
	Shopping Cart							
						16 Total \$61.42 Check Out		
	Invoice: INV-0	000090	Descript	ion: T-DPW-000017-	2024			
	Due Date: 04/24	2024				\$61.42		
	Case Number	Project	Case Address		Amount Due	Remove		
	T-DPW-000017- 2024		400 S EAGLE ST NAPER	VILLE IL 60540	\$61.42	Top Main Menu		
						Total \$61.42		
						Check Out		



Naperville, IL - TEST Order Number: 79 Monday, March 25, 2024				
Invoice #	Item Description	Quantity	Unit Price	Total Pric
INV-00000090	T-DPW-000017-2024	1	\$61.42	\$61.4
			Item Total:	\$61.4
			Order Total:	\$61.4
Payment Details				
Choose Payment Method				

Congratulations! You have completed your waste cart purchase application.

Payment is required as part of the waste cart purchase process. To avoid any delays in the delivery of your cart(s), please make sure the payment has been processed.