

TOWN OF LEBANON

15 UPPER GUINEA ROAD
LEBANON, MAINE 04027



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SOP # 2

June 30, 2009

STANDARD OPERATING PROCEDURE

Subject: Transfer Station Permits

Purpose: To provide a procedure for issuance of Transfer Station permits.

Procedure:

- Resident stickers will be issued annually at the time of vehicle re-registration.
- Seasonal residents will be given a "seasonal" permit to be renewed annually, July through June. The color of the permit will change annually.
- Business vehicles not registered in the Town of Lebanon will be issued a "seasonal" permit only if the vehicle is registered to the business.
- New residents will be issued **one** 30 Day permit, then a sticker will be issued with registration.
- One day passes will be issued on an as needed basis by the Selectmen's Assistant and will expire at the Transfer Station closing time on the date of issue.

All permits may be obtained at the Municipal Offices on Upper Guinea Road.

Robert W. Frizzell, Chairman

Ronal N. Patch, Selectman

Jason A. Cole, Selectman