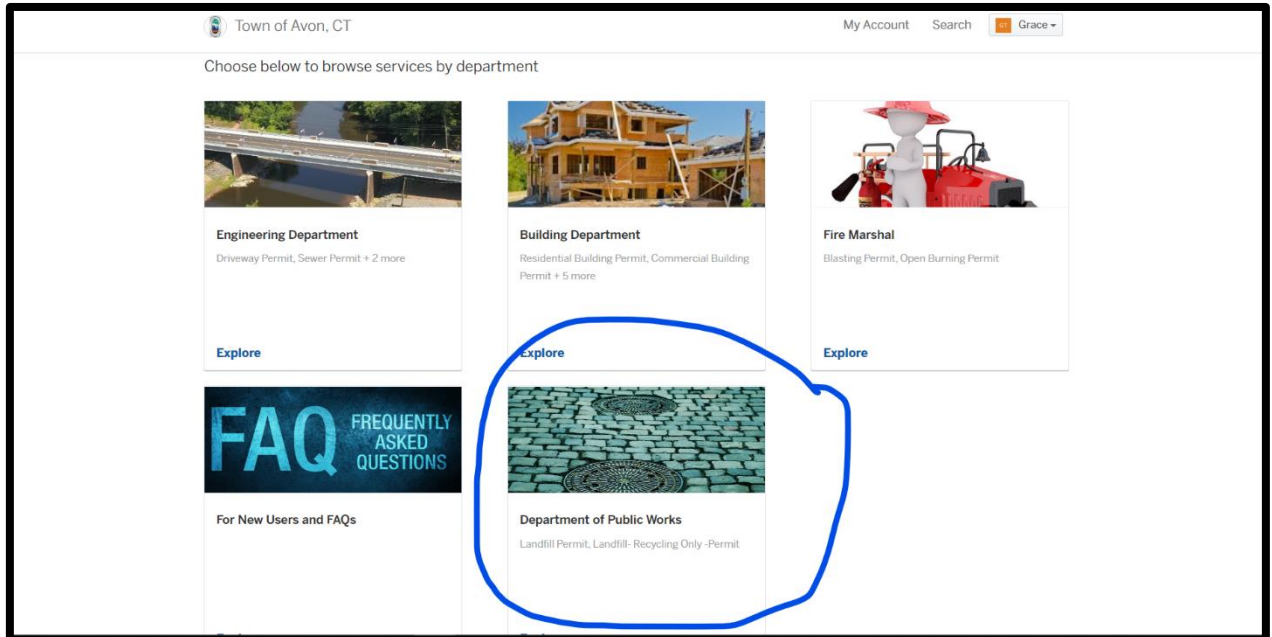**Transfer Station Permit Application Guide:**

The following provides information about accessing the e-permitting platform and obtaining a permit.

1. Visit the following link: **https://avonct.viewpointcloud.com/**

2. Scroll down to select the **Department of Public Works** tile from the list of departments under **"Discover Online Services."**

3. Select **"Landfill Permit"** or **"Landfill – Recycling Only - Permit"** from the list of options. If you are a senior looking for a Landfill Permit at the Senior Rate, select **"Landfill Permit."**
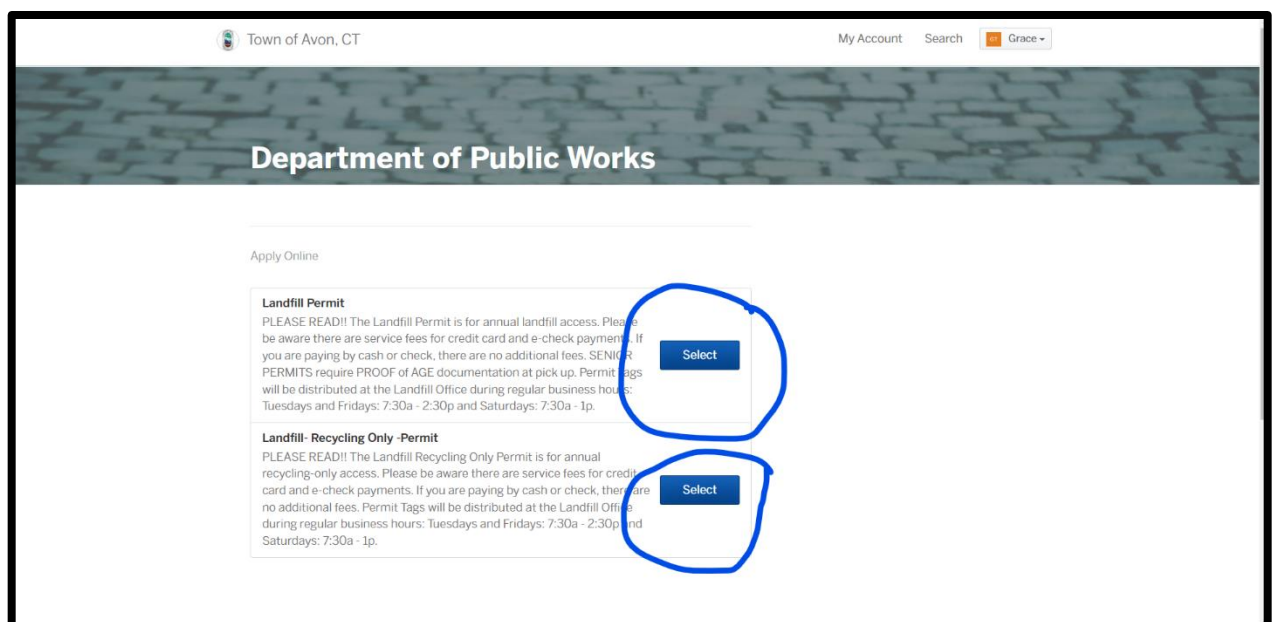
4. Select **"Apply Online"** from the blue box in the top right hand corner of the page.
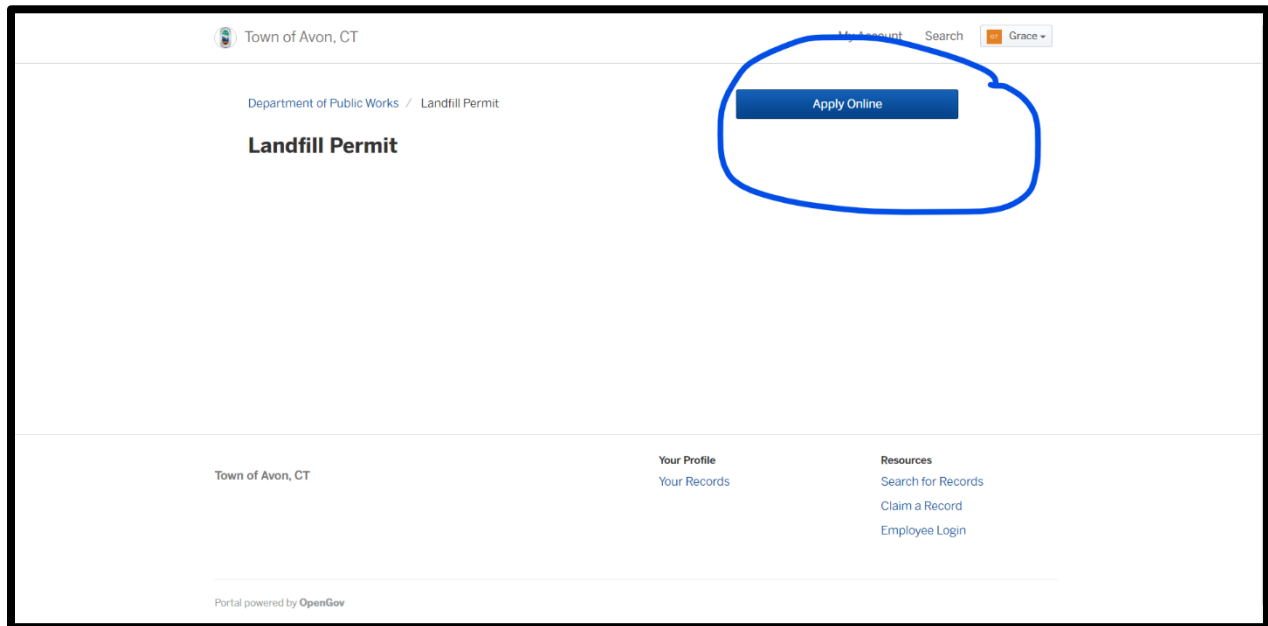
5. You will then be prompted to **create a user account with OpenGov** Citizen Services or sign into an existing account. Please note that if you have already used this platform to apply for a permit through the Town's Building Office, Engineering Department or Fire Marshal's Office, or to apply for permits in another town, you can log in with your existing credentials. No need to create a new account. If you have an existing account but forgot your password, you will need to recover your password via the email address associated with the account.

6. Complete **Step 1 of 4: Confirm your contact information**, and select **Next**.

7. Complete **Step 2 of 4: Location for Landfill Permit** by entering your address in the search box. Select your property from list by clicking **Choose Location** in the blue box. You will be redirected to a screen that is requesting **Property Owner Information**. You can elect to fill-in these fields or simply scroll to the bottom of the page and select **Next.**
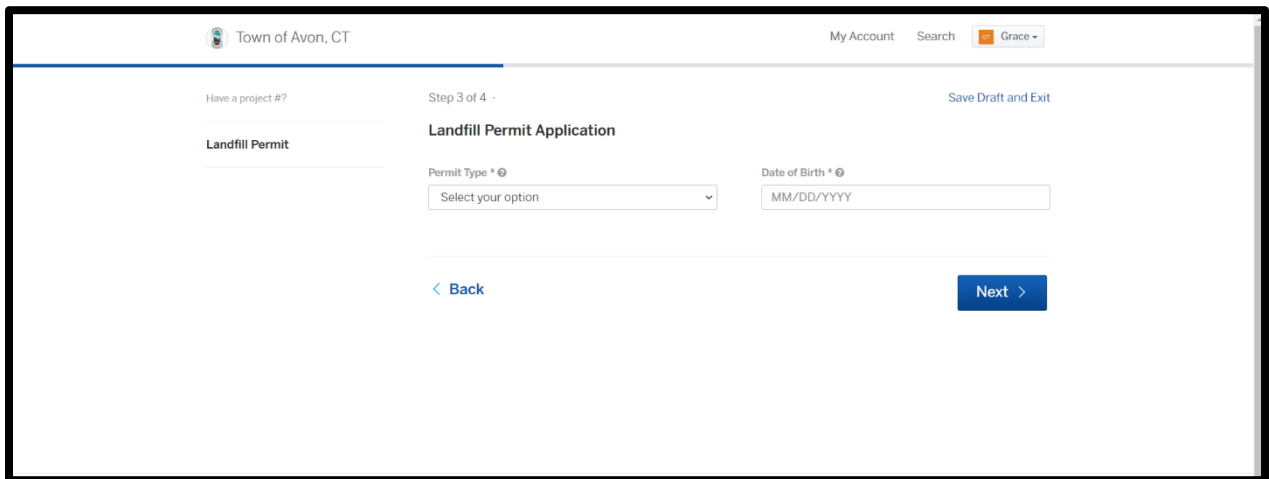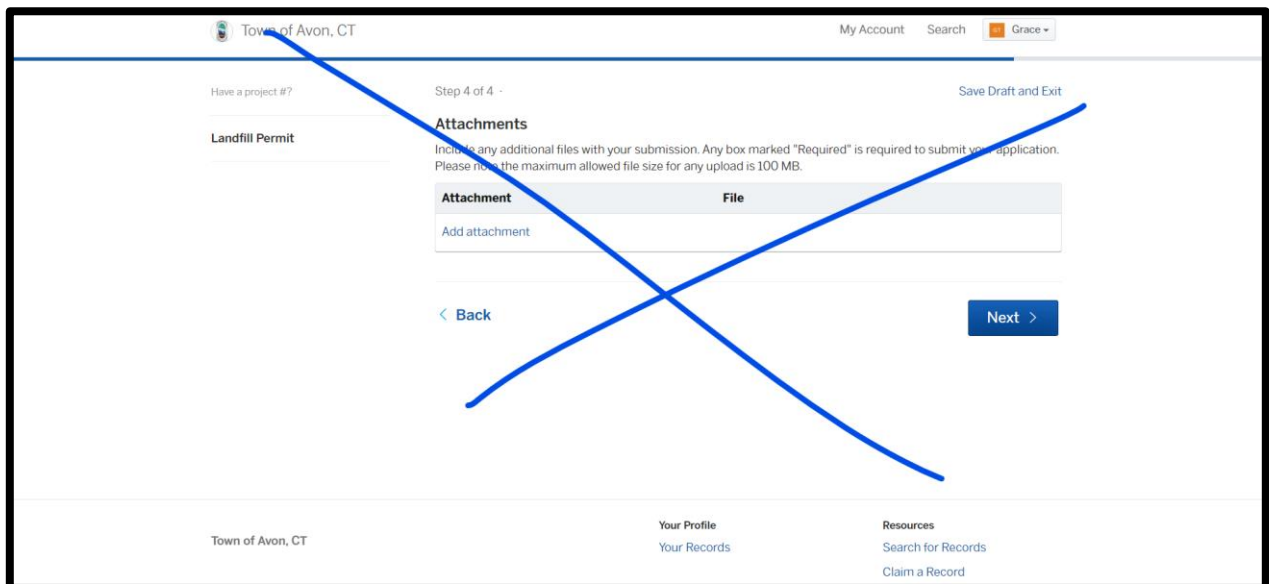
8. Complete **Step 3 of 4: Landfill Permit Application** by selecting your **Permit Type** from the drop down list and entering your **Date of Birth**. Select **Next**.

9. Complete **Step 4 of 4: Attachments**. No attachments are necessary for this application so simply select **Next.**

10. Review your information on the **Confirm your Submission** page. Scroll to the bottom of the screen and **Select Confirm and Submit.**

11. You will then be directed to the **Custom Payment** page which will allow you to select your payment method (credit card, e-check, cash or check). Please note that paying by credit card or e-check are the most convenient methods and will expedite the pick-up of your permit tag at the Transfer Station. There is a service fee for paying with these methods. Cash and check payments are acceptable forms of payment but not preferred. Using these methods may result

in a longer wait time to pick up your permit tag as staff will be required to process your payments.

12. You will receive a confirmation email with a permit number. Please bring this with you to pick up your permit tag.

13. Head to the Transfer Station to pick up your permit tag. The Transfer Station office is The Transfer Station is located at 281 Huckleberry Hill Road and is open Tuesdays and Fridays 7:30 a.m. – 2:30 p.m. and Saturdays 7:30 a.m. – 1:00 p.m. If you plan to pay by cash or check please bring payment with you at this time. If you have purchased a permit at the Senior rate please bring proof of your age.