



## **GREASE TRAP EXEMPTION REQUEST FORM**

Installation of a grease trap is required per City of Freeport Ordinance 1046.12 for Food Service Establishments (FSE). A grease trap may not be required for establishments that only sell/serve/provide clear drinks and/or prepackaged foods. The Director of Public Works or his/her agent may approve an exemption from the installation of a grease trap if specific requirements are met. Grease trap exemption requests are evaluated on an individual basis and may be rescinded or modified if the menu, kitchen equipment, seating capacity or other factors are changed in a way resulting in the discharge of fats, oils and/or grease to the sanitary sewer system.

### **GENERAL INFORMATION**

Establishment Name:

Street Address:

City/State/Zip:

Owner/Agent:

Title:

Phone Number:

E-Mail Address:

Existing Establishment:

New Establishment

Corporate/Business Name:

Street Address/P.O. Box:

City/State/Zip:

Phone Number:

E-mail Address:

Contact Person:

### **FOOD SERVICE ACTIVITY**

Days/Hours of Operation:

Number of Meals Served Daily:

Maximum Seating Capacity:

The following checklist will help determine if your facility may be eligible to qualify for a variance or exemption. Please mark all activities that apply to your food service facility:

#### **LEVEL 1**

The FSE facility will sell/serve/ provide only prepackaged foods

The FSE will warm prepackaged foods in their original packages, utilizing a microwave oven.

The FSE does not require a 3 compartment sink

The FSE will only sell/serve/ provide ready-to-eat foods, with no preparation other than warming.

The FSE will sell/serve/provide only clear drinks. Clear drinks are those which do not include ingredients that coagulate and/or precipitate from solution (i.e. milk products, fruit ,vegetable, or protein/energy powders)

**LEVEL 2**

The FSE will sell/serve/provide cold sandwiches only

The FSE will sell/serve/provide scoop-only ice cream

The FSE will sell/serve/provide popcorn

The food service facility will have a hot dog roller

The FSE will prepare uncooked or unbaked food or meals that will be taken from the facility to be cooked and/or baked elsewhere.

**LEVEL 3**

The FSE will utilize the following kitchen equipment:

3-Compartment Sink

Oven

Garbage Disposal

Dishwasher

Griddle

Flat top grill

Wok Stove

Deep Fryer

Mixers/Blenders

Describe the types of food being cooked/prepared:

Describe method of food preparation and cooking (ex. microwave, baking, slow cooker, heating trays, etc.):

Describe the food containers used for meal prep, food service, and dish washing requirements (ex. pots, pans, plates, disposable plates, plastic, etc.):

**Attach FSE menu for review**    Menu attached?

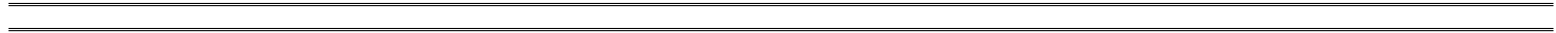
**Application must be completed in its entirety to be considered for exception.** Please e-mail the completed application to the, Environmental & Regulatory Compliance Officer [compliance@cityoffreeport.org](mailto:compliance@cityoffreeport.org). For questions please call 815-396-3548. During review of the request for exemption, the Environmental & Regulatory Compliance Officer may elect to inspect the FSE and its sewer lateral during normal business hours. The final decision on granting an exemption will be provided in writing within twenty-one (21) business days after the completed application is received. No exemption is granted except by the Director of Public Works or by his/her agent.

**OWNER/AGENT CERTIFICATION STATEMENT**

*I certify that this document and all of its attachments were prepared by myself or under my supervision. The information submitted is true, accurate, and complete. I understand if the information provided is incorrect or changes in the future, an approved exemption may be rescinded or modified if the menu, kitchen equipment, seating capacity or other factors are changed in a way that affects the discharge of fats, oils and/or grease to the sanitary sewer system.*

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



**FOR OFFICE USE ONLY:**

Application Approved \_\_\_\_\_ Application Disapproved \_\_\_\_\_

Comments:

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_