



## COOLBAUGH TOWNSHIP Board of Supervisors

5520 Municipal Drive, Tobyhanna, PA 18466  
570-894-8490 Fax 570-894-8413  
[www.coolbaughtwp.org](http://www.coolbaughtwp.org)

To apply for your Recycling Permit (previously your recycling card),  
You will need to take the following steps:

1. Visit our website: [www.coolbaughtwp.org](http://www.coolbaughtwp.org)
2. Select- **PERMIT SUBMISSIONS**
3. Select- **APPLY FOR A NEW PERMIT**
4. Enter your property address on the first line and then on the third line you will select **RECYCLING PERMIT** from the drop-down menu (be sure that you are entering your correct E911 property address in Coolbaugh Township). Select **NEXT**.
5. On the next page you will enter **all** requested information (Phone Number, Email address...) Any line that has a red exclamation mark (!) on it is a required field that you must complete to continue.
6. Once finished click **NEXT**; then you will be directed to the confirmation page.

Now you have completed the permit application process. All you will have to do is arrive at the bulk drop-off site located at 549 Laurel Drive, Tobyhanna, PA on the one of the following dates (**April 4 & 5, June 6 & 7, August 1 & 2, October 3 & 4, 2025**) and show proof of residency that matches the address provided on your permit application and you will be able to drop off your items.

### A couple of important reminders:

- **Residents are required to unload their items in designated areas**
  - **You are allowed 4 free loads for bulk drop off per year**
  - **You are allowed 4 free loads of mulch per year.**