



# APPLICATION

## Donation Container Permit Application

### BUSINESS/TENANT INFORMATION

Name of business where the donation box will be placed: \_\_\_\_\_

Address of business where the donation box will be placed: \_\_\_\_\_

GPS coordinates of donation box: \_\_\_\_\_ Latitude \_\_\_\_\_ Longitude

Preferred mailing address of business where the donation box will be placed if different from above:

\_\_\_\_\_

Email address: \_\_\_\_\_

Has a real property owner, lessee or property manager provided authorization for a donation box, and is the authorized form attached?      Yes      No      (A property owner, lessee, property manager authorization form is required)

### DONATION CONTAINER APPLICANT INFORMATION

Name of Applicant: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Phone number: \_\_\_\_\_

Applicant's E-mail address: \_\_\_\_\_

Name of Organization providing donation box: \_\_\_\_\_

Organization's Phone number: \_\_\_\_\_

Organization's E-mail address: \_\_\_\_\_

### PERMIT REQUIREMENTS

- A real property owner, lessee or property manager must provide written authorization allowing the donation box on the property.
- Permit Holder will keep the area within 25 feet of the donation box clean and free of trash, debris or excess donations.
- Only one donation box may be permitted for placement on any one lot. In the case of a shopping center or office development that consists of multiple platted lots, the Administrator shall treat the shopping center or office development as if it is only one contiguous lot.
- Each donation box shall clearly indicate in writing on the front side of each box that all donations must fit into and be placed within the donation box.
- No donation box shall exceed 120 cubic feet in size.
- The permit holder placing and/or maintaining the donation box shall display current contact information for the permit holder to include the permit holder's street address and phone number on the front of the box. Said information must be legible and clearly visible to the public from the front of the box.
- Each donation box shall be constructed from metal material.
- Each donation box shall be painted one color (fluorescents colors are not allowed). Trademark color schemes or corporate logos are allowed
- Donation boxes are not permitted within the front row of parking adjacent to the street right of way unless an existing landscape setback is present in good condition. If there is no existing landscape setback, a donation box shall not be placed less than 40 feet from the adjacent street right of way.
- Donation boxes are only permitted to be placed on real property located within the following zoning use districts in the Unified Development Code: Industrial Manufacturing (IM), Light Industrial (LI), and General Commercial (GC). Donation boxes may also be permitted on real property zoned Planned Development with the above-referenced underlying zoning use districts.



# APPLICATION

## Donation Container Permit Application

### DONATION CONTAINER SITE PLAN REQUIRED

Please attach a site plan with the location of the container marked.

### PERMIT FEE

A non-refundable fee of \$200 fee is required. The following payment types are accepted: Cash (exact change) and check

### APPLICANT SIGNATURE

Donation Boxes are permitted as an incidental use and are secondary to the principal use. This registration does not establish nonconforming rights. The registration is subject to annual renewal. Any permit issued hereunder may be revoked by the Administrator if the permit holder has (1) received more than one citation for violations of this Chapter or any other provision of this Code of Ordinances within the preceding 12 month time period or (2) has knowingly made a false material statement in the application or (3) has otherwise become disqualified for the issuance of a permit under the terms of this article.

I hereby certify that I have read and examined this application and know the same to be true and correct and I am familiar with the stated regulations under "Donation Boxes". All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local ordinances regulating construction, the performance of construction or the use of any land or buildings.

Signature of Permit Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### NOTARY INFORMATION

I UNDERSTAND AND AGREE THAT ANY FALSE STATEMENTS HEREIN SHALL IMMEDIATELY VOID THIS AUTHORIZATION AND RESULT IN THE DENIAL AND/OR REVOCATION OF ANY PERMIT ASSOCIATED WITH THIS AUTHORIZATION FORM.

Signature: \_\_\_\_\_

STATE OF TEXAS  
TARRANT COUNTY

BEFORE ME, the undersigned authority \_\_\_\_\_, on this day personally appeared and after me being duly sworn states under oath that all the above and foregoing statement and each part thereof is true and correct.

ACKNOWLEDGED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, IN THE YEAR \_\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of Texas

**NOTICE: All completed applications shall be approved or denied within 30 calendar days of receipt.**

FOR OFFICE USE ONLY

Staff Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
AMANDA Sequence Number: \_\_\_\_\_