



CITY OF WICHITA FALLS

DONATION BOX APPLICATION

FOR OFFICE USE:

CASE NO. _____

FEE PAID _____

Property Address: _____

Legal Description: _____

LOT(S) BLOCK SECTION SUBDIVISION

Property Platted? Yes No Tax Account No.: _____

Present Use and Zoning: _____ Box Latitude _____ Longitude _____

Applicant's Name: _____

Mailing Address: _____

_____ Zip: _____

Applicant's: Work Phone: _____ Home Phone: _____ Cell Phone: _____

Applicant's email address: _____

I hereby certify that all information provided is true and correct, and that all required submissions (SEE REVERSE SIDE) have been provided.

NOTE: AN ANNUAL RENEWAL PERMIT FEE WILL BE REQUIRED FOR EACH DONATION BOX. ALL PERMITS SHALL EXPIRE ON DECEMBER 31ST OF EACH CALENDAR YEAR. NO PERMIT SHALL BE TRANSFERRABLE AND THE AUTHORITY A PERMIT CONFERS SHALL BE CONFERRED ONLY UPON THE PERSON RECEIVING THE PERMIT.

Applicant's Signature: _____ Date: _____

Owner's Name: _____ Signature: _____ Date: _____

Owner's: Work Phone: _____ Home Phone: _____ Cell Phone: _____

Owner's email address: _____

PLEASE PROVIDE THE FOLLOWING ITEMS:

- To scale copy of the site plan indicating the property lines as well as the size, and location of the donation box (in some cases a survey may be required).
- Written authorization of the property owner allowing the donation box on the property.

TO BE COMPLETED BY PLANNING:

DONATION BOX REVIEW/DETERMINATION

Based on the information provided, a Donation Box Permit is hereby:

Approved Disapproved Conditionally approved (SEE ATTACHED CONDITIONS)

COMMUNITY DEVELOPMENT DESIGNEE

DATE

DONATION BOX PERMIT CONDITIONS OF APPROVAL

- (1) The person submits a separate application and site plan for each donation box for review of the placement of the donation box.
- (2) The person receives and provides to the Planning Division Administrator written authorization from the property owner allowing the donation box on the property.
- (3) Permits issued shall be valid only at the address stated on the permit. All permits expire on December 31 of each calendar year.
- (4) The person receiving the permit agrees to be responsible for collection of the content of the donation box in order to prevent overflow and littering.
- (5) No donation box shall exceed 36 square feet in footprint size.
- (6) No donation box shall be placed on an unimproved surface – must be placed on asphalt, hot mix or concrete, or a material approved by the Chief Building Official.
- (7) Donation boxes shall only be permitted to be placed on real property located within the following zoning use districts: Heavy Industrial District, Light Industrial District, General Commercial District; and Limited Commercial District, with a conditional use permit.
- (8) Donation boxes shall not be permitted to be placed on real property on any residential use lot even if said lot is in an allowed zone.
- (9) Each donation box shall clearly indicate in writing on the side of each box that all donations must fit into and be placed within the donation box.
- (10) The person receiving the permit for the placing or the maintaining of the donation box shall display current contact information, including: 1) Name, street address and phone number, (of the permittee) on the donation box; and 2) All contact information must be readable with letters being at least four (4) inches tall and clearly visible to the public.
- (11) Any donation box located within the City of Wichita Falls that does not have a current, valid permit shall be subject to impoundment by the City and shall be released to the owner upon payment of all applicable impoundment and storage fees.

MAINTENANCE AND UPKEEP REQUIREMENTS

- (1) A person receiving a permit and the property owner shall be held jointly and severally liable and responsible for the maintenance, upkeep, and servicing of the donation box and clean up and removal of any donations left on the property outside of the donation box.
- (2) The visual and structural integrity of the donation box must be maintained at all times.
- (3) The placement of the donation box shall not impede traffic nor visually impair any motor vehicle operation within a parking lot, driveway, or street.
- (4) The donation box shall not be located in a required building setback, building limit line, access easement, drainage easement, 100 yr. floodplain, driveway, utility easement or fire lane.
- (5) The donation box shall not block or occupy any number of required parking spaces for the primary use structure.
- (6) The current permit decal for the specific donation box must be affixed and displayed at all times on the outside of the donation box and visible from the public right-of-way.
- (7) All donation materials must fit into and be placed inside the donation box. The collection or storage of any materials outside the container is strictly prohibited.

Revocation procedures outlined in the City of Wichita Falls Code of Ordinances – Chapter 46-Article VII
