



City of Valparaiso
DONATION/ COLLECTION BOX

Office Use Only
Permit #: _____
Date Paid: _____
Date Submitted: _____
Date Called: _____

The undersigned certifies that the owner of record authorizes the proposed work and that the undersigned has been authorized by the owner to make this application as the authorized agent and agrees to conform to all applicable laws of this jurisdiction.

Applicant's Signature: X _____ Date: _____
Print Name: _____ Phone #: _____

Part 1 LOCATION TYPE OR PRINT

Address: _____
Box Dimensions: Height X Width X Depth
Zoning District: _____
Permit valid from April 1 through March 31 of following year.
Box shall not be located in front yard or in required parking spaces.
Donation box shall be no larger than 6x6x6.
Donation box shall be of durable material in an earth tone color(s).
Box shall not obstruct pedestrian or vehicular traffic.

Part 2 OPERATOR

Operator Contact: _____ Organization: _____
Phone: _____ Description of how collected items are used for a charitable purpose:
Email: _____
Address: _____
City, State, Zip: _____

Part 3 PROPERTY OWNER

Owner Name: _____ Business Name: _____
Address: _____ Contact: _____
City, State, Zip: _____ Phone: _____
Email: _____ Email: _____
OWNER SIGNATURE: _____ DATE: _____

Part 4 CHECKLIST

Site Plans and Specifications
Elevations (Appearance, Materials & Dimensions)
Notarized Affidavit (Signed by Property Owner)
Other Requested Information

ASSIGNED FEES - TO BE COMPLETED BY BUILDING COMMISSIONER

Planning Dept. Approval _____ Date _____
Building Dept. Approval _____ Date _____
Initial Permit
Annual Renewal
Fee: \$ _____

DONATION/COLLECTION BOX ORDINANCE

For the complete Ordinance, please reference Ordinance No # 31, 2019.

Section 2: Process, Requirements & Prohibitions

- (a) No person or legal entity shall place or maintain a Collection Box within the City of Valparaiso unless the items collected are utilized for charitable purposes. Should a question of whether items collected are being used for a charitable purpose, the City's Board of Public Works and Safety shall have jurisdiction to make such determination;
- (b) No person or legal entity shall place or maintain a Collection Box on any Property open to the public except when issued a permit by the Building Department;
- (c) No person or legal entity shall place or maintain a Collection Box on Property of which they are not the legal owner or tenant, unless a notarized affidavit signed by the Property owner granting permission for the placement of the Collection Box is submitted with the Collection Box Permit Application. For purposes of this subsection, the affidavit and acknowledgement may be executed by an individual who is an authorized officer, director, member or manager of the property owner;
- (d) The Building Commissioner is authorized to prepare and promulgate forms concerning Collection Boxes including the Collection Box Permit Application and Affidavit;
- (e) A Collection Box shall not be permitted on any Property zoned or used for residential purposes;
- (f) A Collection Box shall not be permitted on any Property that has been closed or unoccupied for more than (30) days;
- (g) A Collection Box shall not exceed 6 feet in height, 6 feet in width and 6 feet in depth;
- (h) A Collection Box shall not create a visual obstruction to vehicular and pedestrian traffic;
- (i) A Collection Box shall not be placed closer than (10) feet to a paved street, a driveway, a sidewalk, the nearest easement line, the nearest property line, or the nearest right-of-way line as established by the City's Official Thoroughfare Plan;
- (j) A Collection Box shall be located on the side or rear of the primary structure on the Property;
- (k) A Collection Box shall not be placed in required parking spaces;
- (l) A Collection Box shall not be placed on a vacant parcel of Property.
- (m) A Collection Box shall not obstruct pedestrian or vehicular circulation, nor be located in public rights-of-way, landscaped areas, drive aisles, required parking spaces, fire lanes, loading zones, or any other location that may cause hazardous conditions, constitute a threat to the public safety, or create a condition detrimental to surrounding land uses and developments; and,
- (n) A Collection Box must be located on a hard, level surface and not within 600 feet from any other Collection Box.

Section 3: Collection Box Permit

Before the placement of a Collection Box on any Property, the Operator shall be required to apply for and obtain a Collection Box permit from the Building Department. A permit is required for each Collection Box. For any Collection Box placed within the City prior to adoption of this Ordinance, a Collection Box Permit Application shall be filed within ninety (90) days of approval of this Ordinance. The Building Commissioner shall take steps to notify the Operators of all existing Collection Boxes.

Section 5: Requirements for Permit

Maintenance Standards. An Operator shall operate and maintain, all Collection Boxes located in the City, as follows:

1. A Collection Box shall be metal or other appropriate material as approved by the Building Department, and shall further be maintained in good condition and appearance with no structural damage, holes or visible rust and shall be free of graffiti;
2. A Collection Box shall be locked or otherwise secured in such a manner that the contents cannot be accessed by anyone other than those responsible for the retrieval of the contents;
3. A Collection Box shall have, at minimum, 2-inch type visible from the front of each collection box the name, address, website and phone number of the Operator. The Collection Box shall not have information, advertising or logos other than those relating to the Operator.
4. A Collection Box shall be serviced and emptied at least every fourteen (14) days.
5. No donated items or materials shall be left outside of the Collection Box.
6. The Operator and/or Property owner shall maintain the area surrounding the Collection Box, free from any junk, debris, overflow or other material.

Annual Renewal. The Operator must reapply for the Collection Box permit on an annual basis. The renewal fee for each Collection Box shall be \$25.

Size. Each collection box(es) shall have a firmly closing lid and shall have a capacity no greater than six cubic yards. No collection bin shall exceed six (6) feet in height.

Section 6: Term of Permit and Renewal of Permit

1. Each permit issued pursuant to this Ordinance shall expire annually on the anniversary of its date of issuance, unless renewed prior to its expiration.
2. A collection box permit shall be renewed annually. The application for renewal must be filed not later than forty-five (45) days before the permit expires.
3. A permit renewal fee shall be submitted with the application for renewal.
4. If the permit expires and is not renewed, the Collection Box must be removed from the Property within ten (10) days after expiration of the permit.
5. No permit issued under the provisions of this article shall be transferred, assigned or conveyed to another person or legal entity.

Section 7. Penalties and Enforcement

Violations of the provisions of this ordinance or failure to obtain the appropriate permit can lead to citation or revocation of Collection Box permit. The Property owner and Operator shall be jointly and severally liable for each violation and for payment of any citation.

All Collection Box existing within the City at the effective date of this ordinance shall apply for a permit as required herein within ninety (90) days of the effective date. Any Collection Box not in compliance with this article after ninety (90) days of the effective date shall be subject to all remedies for violation as provided herein.

In the event that the Collection Box is required to be removed, the Property owner shall be responsible for the removal of the collection box. In the event that the Collection Box is in violation of this ordinance, a \$50 fine per day can be levied.