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**DONATION DROP-OFF BOX APPLICATION**

**APPLICANT INFORMATION**

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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**PROPERTY OWNER INFORMATION**

Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

By signing, I authorize the use of my property for the aforementioned event for the specific dates outlined herein.

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**DONATION BOX INFORMATION**

Location Address: \_\_\_\_\_

Responsible Party Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Required Supplemental Information:

- Site Sketch drawn to scale detailing the proposed location of the proposed donation box or boxes. (*Ordinance Requirements of Section 18-10-9 included on reverse side.*)
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I do hereby agree to work in conformity with all ordinances and regulations of the City of Winchester, Uniform Statewide Building Code, Zoning Ordinance, and any additional conditions required by the Zoning Administrator.

Print Name: \_\_\_\_\_

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

Ordinance Requirements:

- Donation drop-off boxes shall be permitted in all zoning districts provide they are located on a property that contains a place of worship or building containing a charitable use as a permitted primary use.
  - Donation drop-off boxes shall not be located in any provided front or corner-side yard, nor located in any required side yard.
  - Donation drop-off boxes shall not obstruct pedestrian or vehicular circulation, nor be located in public rights-of-way, landscape areas, 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.
  - Donation drop-off boxes shall be clearly marked to identify the specific items and materials requested to be left for donation, the name of the operator or owner of the container, the entity responsible for maintenance of the drop-off box and removal of materials and trash from the immediate area, and a telephone number where the owner, operator or agent may be reached at any time.
  - No more than two donation drop-off boxes shall be located on any property, and each donation drop-off box shall a capacity of no larger than six (6) cubic yards and a maximum height of seven (7) feet.
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**OFFICE USE ONLY**

Permit Number: \_\_\_\_\_

Zoning Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Approved:  Denied:

Conditions of Approval: \_\_\_\_\_

\_\_\_\_\_

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