



Please use blue or black ink to fill out this form.

DONATION BOX PERMIT
 153 Willowbend Rd, Peachtree City, GA 30269
 P: 770-487-5731 F: 770-631-2552
WWW.PEACHTREE-CITY.ORG

Annual Permit Fee: \$25.00

Receipt # _____

Date Filed ___ / ___ / ___

Fee _____ Issued by _____

Office Use Only

LOCATION	Address of Donation Box:		<input type="checkbox"/> Only one (1) donation box per lot. <input type="checkbox"/> Permit good for one (1) year from the date of approval. <input type="checkbox"/> Donation boxes cannot be located in a parking space, bldg setback, or buffer. <input type="checkbox"/> Donation boxes are permitted on properties zoned commercial or industrial only. They are not permitted in residential areas or within the SR 54 W Corridor Overlay District. <input type="checkbox"/> Donation boxes shall be limited to no more than 128 cubic feet (4' wide x 4' deep x 8' tall). The height shall not exceed 8' in height from finish grade to the highest point of the roof. <input type="checkbox"/> Donation boxes shall be painted or stained in an earth-tone color scheme.
	Zoning District	Size of Donation Box	
	<input type="checkbox"/> Commercial <input type="checkbox"/> Industrial	___ X ___ X ___ X ___ height width depth TOTAL SF	

OPERATOR	Operator contact:	Organization:	
	Phone:	Address:	
	Email:	City:	
	2 nd contact name:	State:	Zip:
	Phone:	Website:	

CHECKLIST

<input type="checkbox"/> Complete application (Email, Fax, Mail, or Walk-in)	<input type="checkbox"/> Overall size does not exceed 128 square feet
<input type="checkbox"/> Site Plans and Specifications (1 set)	<input type="checkbox"/> Only donation box on site
<input type="checkbox"/> Total signage does not exceed two (2) square feet	<input type="checkbox"/> Not placed in parking space, bldg setback, buffer
<input type="checkbox"/> Color is painted in an earth-tone color scheme	<input type="checkbox"/> Fee (Cash, Check, or Money Order)
<input type="checkbox"/> Donation box is maintained and emptied regularly	<input type="checkbox"/> Approval of property owner

PROPERTY OWNER	Owner contact:	Is your contact information on the donation box? <input type="checkbox"/> Yes <input type="checkbox"/> No	Donation box placed out of parking space, bldg setbacks, and buffers? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Phone:	* Signature verifies that as the property owner of the premises in which the donation box shall be established, he/she agrees to conform with and abide by all the rules, regulations, and provisions of the City Ordinances pertaining to the installation and maintenance of donation boxes now or hereafter in force.	
	Email:		
	2 nd contact name:		
	Phone:		
		Signature of Property Owner:	

SITE DRAWING	Please draw donation box location on your site – Label & Show bldgs & streets		* Applicant/Operator verifies that information is correct and accepts responsibility for compliance with all the rules, regulations, and provisions of the City Ordinances pertaining to the installation and maintenance of donation boxes now or hereafter in force.	
				Print name of Operator:
				Signature of Operator:
				Date:
(Add separate sheet (aerial or plat) if necessary)				

OFFICE USE ONLY

Zoned:	Conditions:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> YES – see attached	Stormwater Utility Bill up-to-date? <input type="checkbox"/> Yes <input type="checkbox"/> No	Signage under 2 SF? <input type="checkbox"/> Yes <input type="checkbox"/> No
Setbacks: Front	Side	Rear	Donation Box approved: From	To
Verified by	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date	DONATION BOX PERMIT #	

DONATION BOX ORDINANCE

For the complete Ordinances, please reference the [Peachtree City's Code of Ordinances](#)

Sec. 908.9. Donation Box Standards.

- (a) As used in this Section, the term "donation box" shall be defined as follows:
- (1) *Donation box* shall mean any unattended container, receptacle, or similar device used for soliciting and collecting donations of clothing and/ or other salvageable personal property. This term does not include any unattended donation box location within a building which is permitted by-right.
- (b) In addition to accessory uses otherwise permitted in this chapter, donation boxes may only be installed by obtaining a permit under the following conditions and requirements:
- (1) **Application.** Prior to delivery and/ or installation of any donation box, an application shall be filed with the planning and zoning administrator or his/ her designee identifying the size, color, and location of each donation box, as well as any signage proposed on the exterior, of the donation box. A permit shall be required for each donation box installed within the city limits.
 - (2) **Zoning.** Donation boxes shall only be permitted within the GC, LUC, LI, or GI zoning districts unless otherwise specified herein.
 - (3) **Approval of property owner.** As a part of the application process, a letter must be provided from the owner of the property indicating they are aware and approve the installation of a donation box on their property, including that they are aware of their responsibility to maintain the current operator contact information and, if necessary, maintain or remove the donation box if the operator does not follow the provisions of this ordinance.
 - (4) **Fees.** Fees shall be as adopted by City Council in the Schedule of Fees and kept on file in the City Clerk's office.
 - (5) **Size.** Donation boxes shall be limited to no more than 128 cubic feet (4' wide x 4' deep x 8' tall). The height of each donation box shall not exceed 8' in height from finish grade to the highest point of the roof.
 - (6) **Color.** Donation boxes shall be painted or stained with a low reflectance and subtle, neutral or earth-tone color scheme. High-intensity colors, metallic colors, black, or fluorescent colors shall not be used.
 - (7) **Number of boxes permitted.** No more than one donation box shall be permitted on each zoning lot.
 - (8) **Location.** Donation boxes shall be installed on a paved surface but may not be located within a designated parking space, drive aisle, or loading area. Donation boxes shall not be located within any building setback or established buffer area. Donation boxes shall not be located in such a manner that they block sight lines on the subject tract as determined by the City Engineer. To the extent feasible, donation boxes shall be placed so as to be inconspicuous as viewed from the public right-of-way.
 - (9) **Signage/ contact information.** The total square footage for all signage on each donation box shall not exceed two (2) square feet. No advertising shall be permitted on the donation box. An additional sign shall contain the following contact information: the name, address, email, and phone number of both the property owner/manager and operator, it too shall not exceed two (2) square feet
 - (10) **Cleanliness of premises.** Donation boxes shall be maintained in good condition and appearance with no structural damage, holes, or visible rust, and shall be free of graffiti. All boxes shall be free of debris and shall be serviced regularly so as to prevent overflow of donations or the accumulation of junk, debris, or other material.
 - (11) **Revocation of permit.** Any permit granted pursuant to the provisions of this Section may be subject to revocation for cause by the planning and zoning administrator (or his/her designee), including but not limited to, the failure to comply with this Section or any other applicable provisions of the Peachtree City Municipal Code.
 - (12) **Renewal of permit.** The term of the permit shall expire one year from the date of issuance. An operator may apply for permit renewal by submitting to the planning and zoning administrator before the expiration of the permit, a renewal application and associated fee.
 - a. No person to whom a permit has been issued shall transfer, assign, or convey such permit to another person.
 - b. Prior to expiration of the permit, the permittee may voluntarily cancel the permit by notifying the planning and zoning administrator in writing of the intent to cancel the permit. The permit shall become void upon the director's receipt of a written notice of intent to cancel the permit.
 - c. Donation boxes shall be removed when the property becomes vacant or is foreclosed upon.
 - (13) **Approval/Denial of permit.** The planning and zoning administrator shall approve a new or renewal permit application if he/she finds that no circumstances exist at the time the application is reviewed or existed at any time during which the previous permit was in effect that are inconsistent with any requirement in this section.

- (14) **Display of permit.** The operator of the donation box and the property owner shall be responsible for maintaining the permit for each donation box required by this section. The planning and zoning administrator shall inspect each donation box following its installation to ensure the donation box is installed in accordance with the approved permit. Once it is determined the donation box complies with said permit, a decal shall be affixed to the actual donation box or to the entrance door of the place of business indicating the donation box has been approved. The purpose of this decal shall be to notify city officers and employees that the donation box complies with the provisions of this chapter and the approved donation box permit application.

Donation Box Colors.

Donation boxes shall be painted or stained in an earthtone color scheme. Click on the pictures or link below to see more examples.



<http://www.creativecolorschemes.com/resources/free-color-schemes/earth-tone-color-scheme.shtml>

Building Setbacks.

Building setbacks are different for each site. The diagram below shows where each setbacks are located on a lot.

