



DONATION BOX PERMIT APPLICATION

Department of Regulatory Compliance
620 S. Wisteria St. Mansfield, TX 76063
(817) 276-4221 | regulatory.compliance@mansfieldtexas.gov

Application Date: _____

GENERAL INFORMATION

BUSINESS ENTITY: _____
(NAME OF BUSINESS, CORPORATION, NON-PROFIT, OR ENTITY OPERATING BOX)

STREET ADDRESS: _____ SUITE/KIOSK: _____
(ADDRESS OF BUSINESS ENTITY)

CITY: _____ STATE: _____ ZIP: _____

THE FOLLOWING INFORMATION WILL BE CONSIDERED THE OPERATOR AND CONTACT REGARDING PERMIT STATUS

APPLICANT NAME: _____

EMAIL: _____ PHONE: _____

BILLING STREET ADDRESS: _____ SUITE/KIOSK: _____

CITY: _____ STATE: _____ ZIP: _____

LOCATION OF REQUESTED PLACEMENT

PLEASE NOTE, A SEPARATE PERMIT IS REQUIRED FOR EACH DONATION BOX LOCATED IN THE CITY. PLEASE ATTACH AN AERIAL SITE PLAN MARKING THE PROPOSED LOCATION OF THE BOX.

ADDRESS: _____ SITE PLAN ATTACHED? (Y) (N)

PLACEMENT DESCRIPTION: _____

SERVICE PLAN DESCRIPTION

PLEASE NOTE, THE OPERATOR OF EACH DONATION BOX IS RESPONSIBLE FOR COLLECTING THE CONTENTS OF THE DONATION BOX TO PREVENT OVERFLOW AND LITTERING AND SHALL PICK UP ALL DONATED ITEMS AT LEAST ONCE PER WEEK.

THE SERVICE PLAN SHOULD INCLUDE INFORMATION REGARDING NUMBER OF TIMES PER WEEK ITEMS WILL BE COLLECTED, THE TIME OF DAY ITEMS WILL BE COLLECTED, A VEHICULAR CIRCULATION PLAN, AND A LITTER & GRAFFITI ABATEMENT PLAN.

DAYS/TIMES SERVICED PER WEEK:

VEHICULAR CIRCULATION PLAN (You may mark it on your attached site plan, if desired):

LITTER & GRAFFITI ABATEMENT PLAN (Please attach a separate page, if desired):

ACKNOWLEDGEMENT AND SIGNATURE

The donation box operator and the real property owner shall be jointly and severally liable and responsible for the maintenance, upkeep and servicing of the donation box and cleanup and removal of any donations left on the property outside of the donation box.

A donation box operator or real property owner that fails to maintain the cleanliness of the surrounding real property may receive a notice of violation from the City. If the City elects to send a notice of violation to the email address on file for the operator, the operator shall have forty-eight (48) hours to remedy the complaint. Failure to comply with a notice of violation may result in the issuance of a citation by the City. An operator who is issued more than one (1) citation in a twelve (12) month period for the same offense on the same box is subject to revocation of the approval for such box.

Any person, firm or corporation violation any provisions of Chapter 116 or the Zoning Ordinance of the Mansfield Code of Ordinances shall be deemed guilty of a misdemeanor and, upon conviction, may be subject to a fine not to exceed \$2,000 for each offense, and each and every day such violation shall continue to be deemed to constitute a separate offense.

By signing this application you acknowledge that you have not knowingly made a false material statement and that you will abide by the requirements of all applicable regulations provided herein and in the Mansfield Code of Ordinances.

APPLICANT SIGNATURE

DATE

State of Texas

County of _____

This instrument was acknowledged before me on _____ (date) by _____ (name of the person or persons acknowledging).

(seal)

Notary Public Signature

PROPERTY OWNER INFORMATION

PROPERTY OWNER NAME: _____ DBA: _____

EMAIL: _____ PHONE: _____

STREET ADDRESS: _____ SUITE/KIOSK: _____

CITY: _____ STATE: _____ ZIP: _____

ACKNOWLEDGEMENT AND SIGNATURE

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By signing this application you acknowledge that you have not knowingly made a false material statement and that you will abide by the requirements of all applicable regulations provided herein and in the Mansfield Code of Ordinances. **By signing this application you acknowledge and give your permission for the Donation Box Permit Operator (Applicant) to place the box at the above-described property and that you are the owner of record with the power to authorize such action.**

PROPERTY OWNER SIGNATURE

DATE

State of Texas
County of _____

This instrument was acknowledged before me on _____ (date) by _____ (name of the person or persons acknowledging).

Notary Public Signature

(seal)

(40) Donation Box Special Conditions

1. DONATION BOX shall mean any drop-off box, bin, container, receptacle, trailer or similar facility that accepts donated textiles, clothing, shoes, books, toys, household items and/or other salvageable personal property items to be used by the operator for distribution, resale, or recycling.
2. Donation boxes are permitted as shown in 155.054(B) "Permitted Use Table" Table D of the Mansfield Code of Ordinances.
3. No more than one (1) Donation Box may be permitted for placement on any one lot or tract of land.
4. No box shall be placed within 250 linear feet of another donation box; within 500 linear feet of US 287, Business US 287, Hwy 360, FM 157, FM 1187, FM 917, Main St, Debbie Ln, Broad St, Country Club Dr, Heritage Pkwy, Matlock Rd, or Lone Star Rd; within 250 linear feet of residences, hospitals, daycares, public or private schools or colleges, or parks and recreation facilities.
5. No box shall be placed on a paved surface, or located in any parking space, aisle, or loading dock and service area, or within a landscape buffer, and shall conform to all applicable building setbacks on the property. Boxes shall not be placed in the rear of any building which is not a pad site.
6. No box shall be placed in any designated open space, community space, or passive/civic spaces.
7. Boxes shall be located at a minimum distance of twenty-five (25) feet away the intersection of two (2) or more fire lanes and/or drive aisles.
8. The maximum dimensions of a box shall not exceed six (6) feet in width, four (4) feet in depth, and seven (7) feet in height.
9. Boxes shall be painted or stained with a low reflective paint and a subtle, neutral or earth-toned color scheme. High-intensity colors, metallic colors, black, or fluorescent colors shall be prohibited.
10. Boxes shall be safely designed in a manner that prevents them from tipping over or permitting people to enter.
11. Each box shall clearly indicate on the front side of each box that all donations must fit into and be placed within the box. The size of lettering cannot be less than 0.5 inches in height.
12. The operator of each box is responsible for keeping the real property situated within twenty-five (25) feet of the box clean and free of trash, debris, broken glass, clothes hangers, clothes, clothing accessories or excess donations.
13. Prior to the placement of a Donation Box on a property, a Donation Box Permit must be obtained. If approved, a decal shall be issued which must be placed in a visible location to identify the donation box as an allowed use on the property. A separate permit is required for each donation box and is issued to the applicant (i.e. operator). If the donation box operator changes, the new operator must obtain a new permit prior to the change in operation.
14. Each donation box operator or real property owner that fails to maintain the cleanliness of the surrounding real property may receive a notice of violation from the City. If the City elects to send a notice of violation to the email address on file for the operator, the operator shall have forty-eight (48) hours to remedy the complaint. Failure to comply with a notice of violation may result in the issuance of a citation by the City. An operator who is issued more than one (1) citation in a twelve (12) month period is subject to revocation of their permit.