



## UNATTENDED DONATION BOX APPLICATION

The following form and required information must be completed for any person wishing to obtain a permit to place, operate, maintain or allow any unattended donation box on any real property within the Village of New Lenox. A separate application is required for each unattended donation box.

**Street Address of Unattended Donation Box:** \_\_\_\_\_

**Applicant Information:**

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

Company Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Website: \_\_\_\_\_

**Contact Information: (For All Matters Relating to the Donation Box in the Village)**

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

Contact Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Donation Drop Box Height:** \_\_\_\_\_ **Square Footage of Base:** \_\_\_\_\_

### Checklist of Required Unattended Donation Box Application Items

- A detailed site plan depicting the proposed location of the donation box.
- A picture of the proposed donation box, including the dimensions.
- The completed owner affidavit form, if the applicant is NOT the owner of the property on which the unattended donation box is to be placed (see attached).
- Proof of general liability insurance indicating general liability coverage in the amount of \$1,000,000 covering the applicant’s donation box and listing the Village of New Lenox and the property owner as additional insured’s.
- Permit fee of \$250 made payable to The Village of New Lenox.

**Special Notes to Applicant:**

The permit is valid for one (1) year. Prior to expiration of the permit, the Permittee may voluntarily cancel the permit by providing writing notification to the Community Development Department. Otherwise, the donation box permit must be renewed annually and must be filed with the Community Development Department. If the permit expires and is not renewed, the donation box must be removed within ten (10) days after expiration of the permit. By signing this application, the Applicant acknowledges that he/she will abide by all of the processes and requirements described in Ordinance 2647, a copy of which is attached.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Affidavit of Owner’s Consent Unattended Donation Box

I, \_\_\_\_\_, being the owner of record of property located at \_\_\_\_\_, hereby grant permission to \_\_\_\_\_ to file (an) application(s) for an Unattended Donation Box with the Village of New Lenox Community Development Department.

As property owner, I am aware of the following requirements for Unattended Donation Boxes pursuant to Village of New Lenox Ordinance 2647:

- There shall be no more than two (2) unattended donation boxes on any one zoning lot. For major shopping centers, there shall be no more than five (5) unattended donation boxes.
- The base of each unattended donation box shall not exceed sixteen (16) square feet in area.
- The maximum height of each unattended donation box shall be five (5) feet.
- Unattended donation boxes shall be located on a hard surface.
- Unattended donation boxes shall not be located within any required parking space for the primary permitted or special uses on the property.
- Unattended donation boxes shall not be located within any required front, rear or side yard setback.
- Unattended donation boxes shall be located so as not to interfere with traffic flow or visibility.
- Unattended donation boxes shall be maintained in good condition, free from graffiti, and emptied regularly so that donated items are not protruding from the donation box or stacked on the ground surrounding the donation box.
- All unattended donation boxes shall have a sign stating the name of the organization for which the donation is being collected and a telephone number of the contact to report maintenance concerns.

I understand that in addition to the applicant, the property owner is also responsible for: a) ensuring the requirements of Village of New Lenox Ordinance 2647 are met; b) maintaining the donation box and the area surrounding the donation box to keep the area free from any junk, debris or other material, c) curing the violation of any provision of Ordinance 2647, and d) payment of any fines and costs of abatement.

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Subscribed and sworn to before me this this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public