

OAK PARK

14000 Oak Park Blvd., Oak Park, MI 48237 • (248) 691-7400 • www.OakParkMI.gov

Donation Box Permit Application

Application fee \$150 (Initial request) | \$100 (Annual fee)

Applicant information		
The following information will be considered the operator and contact regarding permit status		
Business entity [name of business, corporation, non-profit, or entity operation box]		
Business address [Address of business entity]		
City	State	Zip
Applicant name [The operator and contact regarding permit status]		
Email address		
Phone		
Applicant's address [If different from above]		
City	State	Zip
Location of requested placement		
Attach a site plan showing the proposed location of the box. A separate permit is required for each donation box in the city		
Address		
Placement description		
Service plan description		
The operator of each 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.		
Days/times serviced per week		
Vehicular circulation plan [You may mark it on your attached site plan if desired]		
Litter & graffiti abatement plan [Attach a separate page if desired]		

(Cont.)

Property owner information					
Owner name					
Address					
City		State		Zip	
Email address					
Phone					
Acknowledgement and signature					
<p>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.</p> <p>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 the file for the operator, the operator shall have 48 hours to remedy the complaint. Failure to comply with a notice of violation may result in the issuance of citation by the city. An operator who is issued more than one citation in a 12-month period for the same offense on the same box is subject to revocation of the approval for such box.</p> <p>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 the Oak Park Code of Ordinances. By signing this application, you acknowledge and give your permission for a 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 this action.</p>					
_____		_____			
Applicant signature (operator)		Date			
_____		_____			
Property owner signature		Date			

Article 3 Division 1 of the Zoning Ordinance

Sec. 306. Donation boxes.

In all nonresidential districts, one donation box shall be allowed with the following conditions:

- a. Approval must be obtained from the zoning administrator or other official designated by the city through an application and permit fees.
- b. Donation boxes can only be located to the rear of a building.
- c. They cannot cause the elimination of required parking spaces.
- d. They cannot impede the orderly flow of traffic in the site.
- e. In those instances where donation boxes cannot be located in the rear of the building, a location in the side yard may be allowed but cannot be visible to any abutting residential district or from a public street.
- f. There must be proof that unique circumstances exist that make compliance with items a through d above impractical.
- g. Contact information for organization and applicant must be provided.
- h. The donation box must be maintained in a clean, safe condition and free of bags, donation items, or trash outside of the donation box.