



Department of Planning & Development Services

### CHARITABLE DONATION BIN REGISTRATION FORM

This application is for (check one):

- Initial Registration
- Renewal
- Change in Information
- Other (specify): \_\_\_\_\_

#### APPLICANT

Donation Bin Operator: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ Local Contact Number (24-hour): \_\_\_\_\_

Name of Charitable Organization (if different from bin operator): \_\_\_\_\_

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

Printed Name of Person Signing Above: \_\_\_\_\_

#### BIN LOCATION

Location Where Bin Will Be Placed (state as specifically as possible): \_\_\_\_\_

Parcel ID#: \_\_\_\_\_

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

Location of Bin on Premises: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Property Owner Contact Phone Number: \_\_\_\_\_

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

Authorization by the City of Lake Wales

#### REQUIRED ATTACHMENTS

- Site map of proposed bin locations
- Proof of registration with Florida Attorney General's Charitable Solicitation Department
- Signed affidavit page
- Initial Registration or Renewal Fee (\$75.00 + additional \$25.00 per each additional bin)  
*Permit shall expire September 30 of each year regardless of the date of issue*

Registration Fee: Cashier Payment Memo	
Date: _____ 20_____	Check Number: _____
Account No.:	Code:
001-341-520-000-000	121 \$ _____



### **Donation Bin Standards**

*§ 14-172. Location, size and structural restrictions*

Donation Bins Shall:

1. Not cause a visual obstruction to vehicular or pedestrian traffic.
2. Not exceed 7.0 feet in height, 6.0 feet in width and 6.0 feet in depth.
3. Maintain all applicable setbacks as set in the land development regulations, Chapter 23 of this code.
4. Not cause safety hazards with regard to a designated fire lane or building exit.
5. Not interfere with an access drive, off-street parking lot maneuvering area and/or required off-street parking space to an extent which would cause safety hazards and/or unnecessary inconvenience to vehicular or pedestrian traffic.
6. Be constructed of metal or other appropriate material as approved by the Director of Planning and Development Services or their designee, and shall further be maintained in good condition and appearance with no structural damage, holes, visible rust and shall be free of graffiti.
7. Be constructed as to not be accessed by anyone other than those responsible for the retrieval of the contents.
8. Name, website and phone number of operator must be on at least the front side of the bin.
9. Donation bins shall be serviced and emptied as needed, but no less than once every seven (7) days.
10. The donation bin operator shall maintain, or cause to be maintained, a 10 foot radius area surrounding the donation bin(s), free from any junk, debris or other material.
11. The donation bin operator shall be responsible to the extent provided by law for the City's cost to abate any unmitigated violation.



**AFFIDAVIT**

STATE OF FLORIDA

County of Polk

COMES NOW

\_\_\_\_\_, being

first duly sworn, and under oath, and states that the following knowledge is within personal knowledge and belief:

A City solicitation permit does not entitle the donation bin operator to place a donation bin on private or public property without notarized written consent of the property owner, a copy of which is to be provided to the City.

Signature \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

by \_\_\_\_\_.

\_\_\_\_\_

Notary Public

My Commission Expires: \_\_\_\_\_