



CITY OF BURLESON
DONATION CONTAINER PERMIT APPLICATION

Donation container regulations are outlined in the City of Burleson Code of Ordinances, Chapter 34, Article VIII.

Permit Application Requirements:

All donation container permit applications must include the following items:

- Completed donation container permit application form
Site plan, including setbacks, landscaping or screening
Property owner authorization form
Photo of donation container
Detailed maintenance plan, including collection frequency and time, vehicular circulation, litter/graffiti abatement
If nonprofit operator, documented evidence by IRS
For profit operator, proof of active business tax certification

Applicant Information:

Name of Applicant:

Applicants Address:

City: State: Zip:

Applicant's Phone #: Applicant's Email:

Name of Organization Providing Donation Container:

Organization' Phone #: Organization's Email:

Property Owner Information:

Property Address:

Name(s) of Property Owner(s):

Legal Description:

Address:

City: State: Zip:

Primary Phone: Cell Phone:

Email:

Type of Ownership: Sole Ownership Partnership Corporation Other

Donation Container Information:

Dimensions of Proposed Donation Container:

Material of Proposed Donation Container:

Current Zoning of Property:

Current Use of Property:

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**PERMIT REQUIREMENTS**

- Donation containers shall not be located in any residential zoning district.
- Donation containers must be 200 feet from residential zoning
- Donation containers shall have 4 walls, roof & floor shall not exceed 512 cubic feet (8'W x 8'D x 8' H)
- Donation containers shall be of adequate weight to withstand typical weather conditions as to not be moved within a parking lot by wind and must be built substantially enough so as to not pose any public threat.
- Donation containers shall be safely designed in a manner that prevents tipping over and prevents adults or children from entering inside the box. The donation collection container(s) shall be of the type that are enclosed by use of a receiving door and locked so that the contents of the container(s) may not be accessed by anyone other than those responsible for the retrieval of the contents.
- Each clothing donation container shall have valid name, phone number, email address and website (if applicable) of the clothing donation container permit holder and/or operator legibly written in two (2) inch letters and numbers so that the general public who wishes may contact said organization at any time.
- Each donation container shall clearly indicate in writing on the front side of each box that all donations must fit into and be placed within the donation container. The size of lettering for the notice shall be written in at least two (2) inch letters in height.
- Each donation container shall be painted one (1) solid color. Trade dress color schemes or corporate logos will be allowed. No fluorescent colors shall be used for a donation container or its associated signage.
- Donation containers shall be located behind the required building line setbacks.
- Donation containers shall not impede traffic nor visually impair any motor vehicle drivers from a public street and shall not interfere with visibility triangles or on-site vehicle or pedestrian circulation.
- Donation containers shall not be located in any required landscape required area.
- Donation containers shall not be located in any fire lane.
- Donation containers shall not be located in any parking space required to meet the minimum parking requirements for a site.
- Donation containers cannot impede the functioning of exhaust, ventilation, or fire extinguishing systems.
- Donation containers shall not be located in any platted or dedicated access easement.
- No more than one (1) donation container may be located on a single platted lot or unplatted tract of land. In the case of a shopping center or office development that consist of multiple platted lots, the administrator shall treat the center or office development as if it is only one contiguous lot.
- Donation containers shall only be placed on a lot which contains an occupied building.
- Donation containers shall not be located closer than three hundred (300) feet from another container.
- The operator of each donation container shall keep the real property situated within twenty-five (25) feet of the location of a donation container clean and free of trash, debris, broken glass, clothes hangers, clothes, clothing accessories or excess donations.
- Annual permit fee \$100
- The registrant, owner, agent, lessee or any other person in control of the property where the donation collection container is located and the person or entity which owns, maintains, or operates the donation collection container shall be jointly liable.

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**APPLICANT CERTIFICATION**

Donation containers are permitted as an incidental use and are secondary to the primary use of the business. Any permit issued hereunder may be revoked by the Director of Development Services or his/her designee if the permit holder has (1) given false or inaccurate information on the application for a donation container permit or in a hearing concerning the donation container permit, or (2) violated the provision of this article. I hereby certify that I have read and examined this application and know the same to be true and correct. I am familiar with the regulations whether stated herein or not. All provisions of laws and ordinances governing this type of work will be complied with.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date



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Real Property Owner Authorization Form

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

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

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

My name is \_\_\_\_\_ I am providing this authorization in compliance with the City of Burleson Code of Ordinances, Chapter 34, Article VIII regarding Donation Containers, which states that the real property owner, must provide written authorization allowing the donation container on the specified property. This letter serves as authorization that the real property described by the address stated above may be used to place and maintain a donation bin.

I confirm that I am the owner of the real property located at the address above. My complete address, including city, state and zip code is: \_\_\_\_\_

My phone number where I can be contacted during regular business hours is: \_\_\_\_\_

My email address is: \_\_\_\_\_

PROPERTY OWNER SIGNATURE

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Signature of Property Owner \_\_\_\_\_

Date \_\_\_\_\_

State of Texas
County of \_\_\_\_\_

Sworn to and Subscribed before me on the \_\_\_\_\_ day of \_\_\_\_\_, 2025, by \_\_\_\_\_

(seal)

Notary Public in and for the
State of Texas

My Commission Expires:

\_\_\_\_\_