



CITY OF HAGERSTOWN, MARYLAND

ONE EAST FRANKLIN ST., HAGERSTOWN MD 21740

301-790-4163 EXT. 103

APPLICATION FOR DONATION BIN

PROPERTY OWNER NAME & ADDRESS

Primary Phone #: _____
 Secondary Phone #: _____
 Fax #: _____
 Email: _____

Property being Registered: _____

* Please print clearly and answer all questions

* Mail the completed signed application with payment (payable to City of Hagerstown):

PERSON RESPONSIBLE FOR MAINTENANCE

Name: _____
 Primary Phone #: _____
 Secondary Phone #: _____
 Fax #: _____
 Email: _____

COMPANY SOLICITING DONATIONS

Name: _____
 Address: _____

 Primary Phone #: _____
 Secondary Phone #: _____
 Fax #: _____
 Email: _____

OWNER OF BIN

Name: _____
 Address: _____

 Primary Phone #: _____
 Secondary Phone #: _____
 Fax #: _____
 Email: _____

Note any changes to applicant information in the lines provided below.

ANNUAL REGISTRATION FEE (License year is January 1 to December 31)

Donation Bin Registration = \$200 Fees are not prorated.

With the application form there shall be:

- (1) Written proof of permission to install and maintain donation bin from the owner of the property;
- (2) A drawing depicting the size (height, width, and length) and the location of the bin

Complete & return

Form will be returned if back side is not signed.

Donation Bin Requirements

- Donation bins are permitted only in industrial and commercial zoning districts;
- Shall be located on a paved or impervious surface;
- Shall comply with all setback provisions applicable to the property;
- Shall not obstruct pedestrian or vehicular traffic;
- Shall not be located in the public right-of-way, drive aisles, fire lanes, sidewalks, required parking spaces, landscape islands or buffer strips, or any location that may cause hazardous conditions or constitute a threat to public safety;
- The total allowable number of donation bins per property shall be defined by the size of the property on which the bin is located, with the following limitations:
 - Property equal to or less than one (1) acre: a maximum of one (1) donation bin is permitted;
 - Property greater than one (1) acre and up to five (5) acres: a maximum of two (2) donation bins are permitted;
 - Property greater than five (5) acres: a maximum of one (1) donation bin is permitted per every two and one half (2.5) acres.
- Shall be constructed of non-combustible material
- Shall have a securely closing lid; and
- Shall be clearly marked with the following:
 - The person or entity responsible for the maintenance of the bin;
 - The owner of the bin, if different from above; and
 - The company soliciting donations; if different from above, and an indication of tax exempt status; and
 - A notice stating that no items or material shall be left outside the donation bin.

Size Restrictions

The maximum size for any donation bin shall not exceed:

- Five (5) feet in width
- Five (5) feet in depth
- Seven (7) feet in height

Owner's/Agent signature

Date

Print Name of Person Signing