



## Application for a Donation Drop-Off Box (DDB)

Date  
Stamp

ZPA _____
Approved By: _____
Approval Date: _____

**Fee\*: \$** \_\_\_\_\_  
 Make checks payable to PWC  
 (\*in accordance with current [Fee Schedule](#))

<b>Applicant Information</b>	Name		Property Owner	Authorized Agent
	Other: _____			
	Organization Name			
	Mailing Address		City/State	Zip Code
Email			Phone	
<b>Property Owner Information</b>	Name			
	Property Address		Property City/State	Property Zip Code
	Email		Phone	
Primary Use of the Property				
Distance from the nearest DDB (minimum 500'): _____ Number of proposed DDB: ____ Number of existing DDB: ____				
Capacity of DDB (maximum of 6 cubic yards): Box #1: _____ Box #2: _____				
Height of DDB (maximum of 7 feet): Box #1: _____ Box #2: _____				
<b>Minimum Required Documents</b>				
Submit notarized signed permission of the property owner or agent				
Submit a copy of the approved site plan or survey plat showing location of the proposed drop-off box				
Include the application fee in accordance with the current fee schedule				
Authorized Agent Name (include notarized authorization from the applicant)				
<b>Information to be completed by County Staff</b>				
GPIN:		Zoning District:		Principal Use:
Acreage:		SUP #:		Magisterial District:

I hereby certify that the information provided in this application and the attached evidence is accurate, true and correct to the best of my knowledge and belief.

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

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## Permission of Property Owner for Donation Drop-Off Box

Section 32-400.02 of the Prince William County Zoning Ordinance requires written approval from the property owner or legal representative with any application for a donation drop-off box permit.

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_,  
(Day) (Month) (Year)

I, \_\_\_\_\_ as the owner or acting as a legal  
representative of the owner of \_\_\_\_\_  
(Describe land by address or GPIN)

give my consent to \_\_\_\_\_,  
(Name of Applicant)

to place \_\_\_\_\_ donation drop-off box(es) upon the above-referenced property for  
(max. # of boxes)

a period of \_\_\_\_\_ days, beginning \_\_\_\_\_ and ending \_\_\_\_\_.

Signature: \_\_\_\_\_

Title: Owner Owner's Legal Representative

Address: \_\_\_\_\_  
(Street) (City) State Zip Code

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

State of \_\_\_\_\_

County/City of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
in my County and State aforesaid, by the aforementioned Principal.

\_\_\_\_\_  
NOTARY PUBLIC

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

# Application for a Donation Drop-Off Box (DDB)

## APPROVAL CONDITIONS

1. This permit represents zoning approval for a Donation Drop-off Box (DDB) pursuant to section 32-400.22 of the Prince William Zoning Ordinance. The DDB is defined as: “Any container, storage unit or unoccupied structure, other than an accessory building or structure, that is located outside of a building intended or used for the holding of charitable or for-profit donation items by the general public, including but not limited to clothing, toys, books, and newspapers, with the collection of donated items made at a later date or time. This term shall not include recycling collection points.”
2. This Certificate is not transferable.
3. DDB shall not be allowed in any residential or agricultural zoning district, except on properties where a special use permit exists for a place of religious worship or assembly.
4. DDB is permitted only on properties that contain a primary permitted use.
5. DDB shall be separated by a distance of at least five hundred (500) feet.
6. DDB shall not obstruct pedestrian or vehicular circulation, nor be located in public rights-of-way, required building setbacks, landscape areas, drive aisles, required parking spaces, fire lanes, loading zones, buffers or any other location that may cause hazardous conditions, constitute a threat to the public safety, or create a condition detrimental to surrounding land uses.
7. Each DDB shall have a firmly closing lid and shall have a capacity no greater than six (6) cubic yards. No DDB shall exceed seven (7) feet in height.
8. DDB may be constructed of painted metal, rubber, wood, or plastic and shall be properly maintained in a safe and good condition.
9. DDB shall be clearly marked to identify the specific items and materials requested to be left for donation, the name of the operator or owners of the donation container, the entity responsible for maintenance of the drop-off box and removal of materials and trash from the immediate area, and a telephone number where the owner, operator or agent of the owner or operator may be reached at any time. The box shall display a notice stating that no items or materials shall be left outside of the DDB as well as a notice that shall read “Not for refuse disposal. Liquids are prohibited. Do not use for garbage, candy wrappers, soft drink bottles, etc.”
10. Occupation of a parking space by a DDB shall not reduce the number of available parking spaces below the minimum number required for the site.
11. All donated items must be collected and stored in the DDB. Donated items or materials shall not be left outside of a DDB and the area around each box shall be maintained by the owner or operator, or the property owner, free of litter and any other undesirable materials.
12. In addition to the above referenced requirements and procedures, a DDB that accept used clothing (exclusively or in part) shall adhere to the regulations pertaining to used clothing containers in Article II of Chapter 22 of the Prince William county Code.

I hereby certify that the information provided in this application is accurate, true and correct to the best of my knowledge and belief. I have read the above referenced conditions and hereby agree to abide by them. Approval of this application is based solely on the documentation provided with this application. If such information should be proven inaccurate at a later date, then approval will be considered invalid.

**Signature** \_\_\_\_\_

**Signed this** \_\_\_\_\_ **day of** \_\_\_\_\_, \_\_\_\_\_