



**Development Services Division**  
12453 Highway 92, Woodstock, GA 30188  
Office: (770) 592-6054  
[businesslicense@woodstockga.gov](mailto:businesslicense@woodstockga.gov)  
Office Hours: M - F 8 AM - 5 PM

### **Donation Box Permit Application**

Organization Name:

Contact Name:

Contact Email Address:

Contact Phone Number:

Mailing Address:

Donation Box Location:

#### **Donation Box permit application must include:**

- Documentation showing the organization's current status as a 501 (c) (3) nonprofit organization.
- Letter/Lease from the property owner authorizing installation of the container on their property.
- Site plan showing placement of the box is compliant with paragraph 7 in the Code of Ordinances.
- Specification sheet showing dimensions the donation box and the sign attached to the box.
- A \$25 permit fee & \$50 Regulatory fee, which are due at the time of application.

#### **Donation Box operational requirements, as stated in Section 7.510 of the Woodstock Land Development Code:**

- Application for donation boxes will only be accepted for commercial locations found in the GC, DT-GC, and DT-CMU zoning districts.
- No more than one (1) Donation Box shall be placed on any parcel of land.
- Donation Boxes are to be in good condition without holes or rust and emptied on a regular basis in order to prevent overflow of donations and accumulation of blight.
- Donation Boxes are to be no larger than five (5) feet by five (5) feet and a maximum of six (6) in height. All approved Donation Boxes are required to have one (1) sign affixed to the box that contains the name, address, and phone number of the sponsoring agency and/or charity receiving the benefit which shall be no larger than two (2) square feet.
- Any Donation Box must be removed upon expiration of a permit, termination of agreement with property owner or when the property becomes vacant.

*I certify that the information provided is true and correct to the best of my knowledge.*

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Date

\_\_\_\_\_  
Permit #

