



Updated September 24, 2015

DONATION BINS

The City of Orlando has adopted standards for approval of donation bins. Please be aware that each donation bin requires approval by the City, or it must be removed. Each donation bin must meet the requirements of City Code Chapter 58, Part 5A. Each donation bin must be reviewed and approved as follows:

1. Obtain a Zoning Official Determination for each building site from the City Planning Division
2. Obtain necessary permit for each donation bin from the Permitting Services Division
3. Obtain a donation bin decal for each approved donation bin and place the decal on each bin

SUBMITTAL REQUIREMENTS

Zoning Official Determination	
Application Form	Available from the City Planning Division or online at: http://www.cityoforlando.net/city-planning/planning-and-review-process/application-forms/
Application Fee \$275	The fee must be submitted at the time of application, and checks should be made out to "The City of Orlando." <u>The application fee does not in any way ensure the applicant a favorable decision.</u> All application fees are non-refundable.
Ownership Affidavit	Required for all applications, regardless of applicant's relationship to property owner. Fill in all blanks and ensure <i>each</i> signature is notarized. Please check to be sure you have received the right type of form (s) for the property's ownership (Individual, Husband & Wife, Corporation, Trust, etc). The form is available from the City Planning Division or online at http://www.cityoforlando.net/city-planning/planning-and-review-process/application-forms/
Site Plan	Identify existing site improvements and proposed location of all donation bins on the building site.
Description	Identify the dimensions and type of donation bins proposed. Identify the location and size of signage on the donation bins. Submit photos or graphics if available.
Submittal	Submit all of the items above to: City Planning Division 6th Floor, City Hall 400 S. Orange Ave. Orlando, Florida 32802-4990

Permits	
Permit Application	An engineering permit is required to establish an address for the donation bin. Available from the Permitting Services Division or online at: http://www.cityoforlando.net/permits/commercial/
Application Fee \$50	The fee must be submitted at the time of application, and checks should be made out to "The City of Orlando." All application fees are non-refundable.
Submittal	Submit all of the items above to: Permitting Services Division 1st Floor, City Hall 400 S. Orange Ave. Orlando, Florida 32802-4990

REQUEST FOR DETERMINATION FOR DONATION BIN APPROVAL

SUBMITTAL REQUIREMENTS

- Application Fees:*
- Determination for Donation Bin* **\$275**
- Completed Application*
- Have an official Owners' Affidavit notarized by both the owner and the applicant*
- Site plan showing proposed location of donation bin, required on site parking, & building improvements*
- Review the restrictions on the rear of this page*

City Planning Division
 6th Floor, City Hall
 400 S. Orange Ave.
 Orlando, Florida 32802-4990

For more information, contact:
 City Planning
 Phone: 407.246.2269
 Fax: 407.246.2895
 E-Mail: zoningofficial@cityoforlando.net



Updated September 24, 2015

PROJECT LOCATION

Parcel Identification Number

Property Address/Location

APPLICANT/OWNER INFORMATION

Applicant Name, Title

Property Owner Name, Title

Company

Company

Street Address

Street Address

City State Zip

City State Zip

Telephone Number

Telephone Number

Fax Number

Fax Number

E-Mail Address

E-Mail Address

TO BE COMPLETED BY CITY STAFF

Pre-Application Mtg. Verification

Date

Project Name

Case Description

Determination Interpretation

Subtype

Commissioner District

Case # Assigned

LOCATION REQUIREMENTS

As required by Land Development Code (LDC) Chapter 58.800-802:

1. Do not relocate the bin within the building site unless new zoning approval is obtained.
2. Bins must be installed upon improved, level, paved surfaces.
3. No bins are permitted on building sites that are developed and unoccupied.
4. No bins are permitted on residential building sites.
5. Bins must be affixed to the paved surface.
6. All sites must have adequate driveway access (*LDC, Chapter 61*).

Building Site Setbacks:

- Any residential use – 25 ft
- Any residential zoning district boundary – 25 ft
- Any public right-of-way – 25 ft

RESTRICTIONS

Maximum number of bins allowed:

- One for building sites less than 2 acres.
- Two for building sites between 2 – 5 acres.
- Three for building sites larger than 5 acres.

May be permitted as an accessory use in only one location if criteria below is met.

1. If more than one donation bin is located on a property, bins must be arranged side-by-side with no more than 12 inches between the bins.
2. The receiving door of the bins must be oriented toward to interior of the building site and away from the public right-of-way.
3. Each bin must be enclosed with use of a locked receiving door to prevent vandalism.
4. No bin shall exceed 25 square feet in area of 7 feet in height.