

Zoning Information Guide

"Planning with People for a Better Phoenix"



City of Phoenix
PLANNING & DEVELOPMENT DEPARTMENT

Annual Permits for Charitable Drop Box Containers

Applications for charitable drop boxes will be taken starting on November 25, 2013 at 8 a.m. These annual permits will be issued on a first come/first served basis.

Charitable Drop Box Container is permitted in C-O, C-1, C-2, C-3, and Commerce Park zoning districts. They are also allowed on residentially zoned properties with public assembly uses. The containers are subject to the following requirements:

1. Must be a container constructed of painted metal, rubber, wood, or plastic and shall be maintained in a safe and non-blighted condition.
2. The owner or operator of the container shall remove any material left in and around the container within 24 hours of receiving written notification from the property owner, or City of Phoenix.
3. If more than 25% of the container is damaged or vandalized, it must be removed within five business days of written notification from the City...
4. If there is a public health, safety, or welfare concern pursuant to Chapter 27 of the City Code the container must then be removed within 24 hours of written notification.
5. The container shall be no more than six cubic yards in capacity and must have a locking lid or a latch that meets the requirements of Chapter 27 of the City Code. There shall be no more than two containers on any one property or center, whichever is most restrictive. A property may contain one 12 cubic yard container in lieu of two six cubic yard containers.
 - The Planning and Development Director may approve more than two containers on properties that are greater than 10 acres in size if the additional containers are located on different street frontage and spaced a minimum of 500 feet from the other containers.
6. The container shall be clearly marked to identify the specific items and materials requested to be left for donations, the name, telephone number, and email address of the owner or operator for the container that may be used for contact at any time. A notice shall also be on the container that items shall not be left outside the container and a statement that no hazardous materials may be placed inside the containers pursuant to Chapter 27 of the City Code. The container shall also list the name of the non-profit entity that shares the donated item profits.
7. Containers shall not be permitted in a location that impacts required parking vehicular circulation, loading zones, or landscaping.
8. Each container may be permitted for up to one year with the ability to renew.
9. A permit may be revoked by the City of Phoenix due to fraudulent application information when granting new charitable drop box permits or the container is not maintained properly.
10. The property owner shall control the permit, not the permittee. The owner or authorized agent may rescind their authorization for the container at any time. The permit shall be revoked.

SUBMITTAL REQUIREMENTS

If the above criteria are met, then the application for charitable drop box containers can be submitted to the Planning & Zoning Counter on the 2nd Floor of Phoenix City Hall at 200 West Washington Street. All applicants must submit the following for each location:

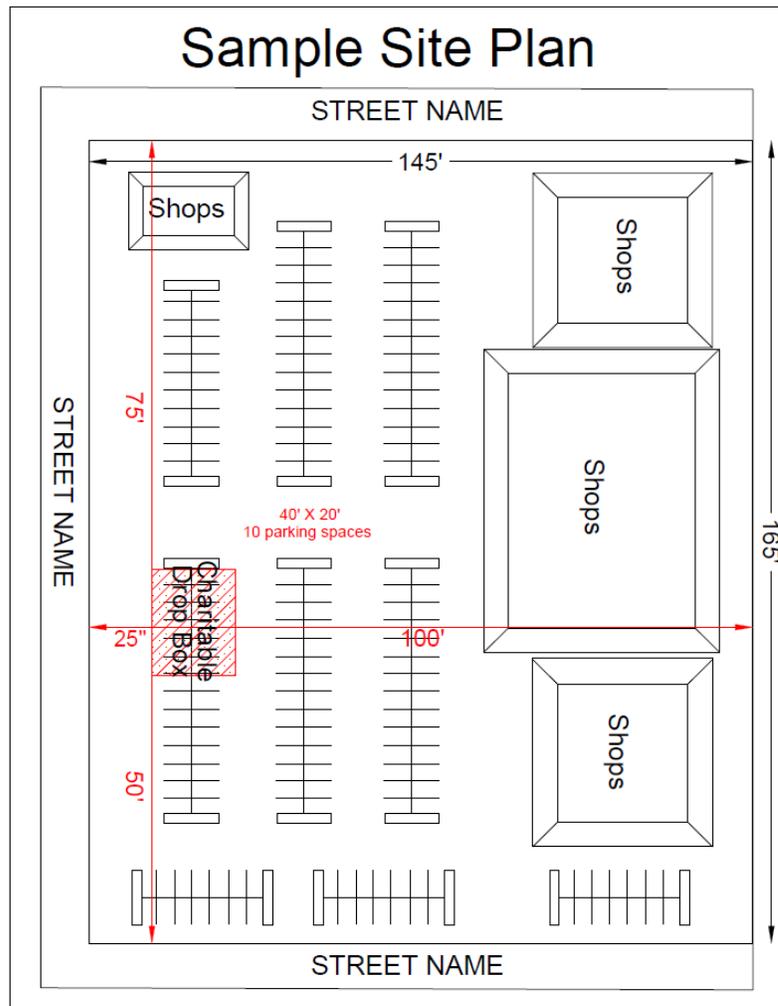
- Notarized letter of authorization giving permission to have the specified use on the property from property owner of record or person who has been granted written authorization by the owner to act on his behalf giving permission to have the specified use on the property.
- Site plan/sketch showing location of container on subject property (see below)
- A current aerial of the subject property.
- Completed application.
- Fee: \$135.00

SITE PLAN/SKETCH

While your site plan/sketch does not have to be as finished as the sample provided, it must be legible, at least 8 1/2" x 11" and include:

- A north arrow
- Street names
- Dimensions of the lot
- Dimensions between multiple containers on site.
- Required number of parking spaces and how many parking spaces are being occupied by the charitable drop box container
- Location of loading zones
- If located in landscape areas, then landscape dimensions must also be provided

******* Staff will not review the application if the site plan does not include these items.**



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Charitable Drop Box Container Application

STEP 1: CHECKLIST

- Letter of Authorization from property owner or agent giving permission for the charitable drop box container.
- Site Plan/sketch showing location of the container on the subject property (see *Sample Site Plan*)
- A current aerial of the subject property
- Fee: \$135.00.

STEP 2: TO BE FILLED OUT BY APPLICANT

Applicant Name _____ Date _____

Business Name/Address _____

APN(s) _____

Location _____

Zoning _____

Number of existing parking spaces _____ Number of parking spaces being taken up _____

Signature _____ Date _____

STEP 3: TO BE FILLED OUT BY ZONING COUNTER STAFF, ZONING COUNTER, 2ND FLOOR

Submittal Date & Time: _____

Zoning District: _____ Zoning History (if applicable): _____

Provided Parking: _____ Required Parking: _____ Excess Parking: _____

Property owner authorization provided: _____

APPROVED PERMIT # _____

DENIED Comments: _____

Staff Signature _____ Date _____

Staff Procedures:

- Confirm that all application materials are submitted.
- Proposed locations meet the requirements (i.e. parking, separation, etc.)
- Provide a copy to the applicant when completed and paid.
- Mark location on the zoning counter map and label with temporary permit #.
- File the original application with all documents in the Charitable Drop Box Container binder by order they were approved.

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Charitable Drop Box Application – Ownership Verification Form

It is requested that an application for a Charitable Drop Box be accepted by the Planning and Development Department for the property located at:

This property is owned by:

(Property Owner Name):

(Mailing Address):

The property is legally described as (or see attached):

Assessor's Parcel Number(s):

NOTE: The tax parcel number can be obtained from your property tax statement or the Maricopa County Assessor's Office (602) 506-3406.

I hereby certify that the above information is correct, and that I am authorized to file an application on said property, being either the owner of record or authorized to file on behalf of the owner (signed authorization may be attached). I am requesting this application because I believe that it is in the best interest of my desires as the property owner or representative.

(Applicant)

(Date)