



Application for placement of a  
**CHARITABLE DONATION  
COLLECTION BIN**

Village Recycling Center, 11295 Waterville  
Street, Whitehouse, Ohio

Permits are required prior to placement of any Charitable Donation Collection Bin per Section 1257.26 of the Whitehouse Zoning Code. Charitable Donation Collection Bin is defined as an outdoor receptacle made of metal, steel or a similar product, designed with a door, slot or other opening that is intended to accept and store donated items such as books, clothing or other non-perishable goods and materials. Charitable donation collection bins shall not exceed twenty (20) square feet and seven (7) feet in height. The definition of charitable donation collection bin shall not include trailers with or without personnel to accept donations.

**1257.26 Charitable Donation Collection Bins**

- A. Charitable donation collection bins are prohibited in any district, except at the designated Village Recycling Center located on Waterville Street in conjunction with the Department of Public Service Maintenance Yard.
- B. Annual permits must be obtained before placement of a charitable donation collection bin at the Village Recycling Center. Permit forms (no fee required) are available at Village Hall and should be submitted annually and approved by the Zoning Enforcement Officer before placement.
- C. Only charitable organizations in good standing will be allowed to place a donation collection bin in the Village. Prior to placement, proof of such charitable organization status, i.e. 501(C)(3) documentation and other appropriate local state and federal certificates as required by the Village Zoning Officer, must be furnished.
- D. The charitable organization shall be responsible for maintenance, upkeep, and servicing of the donation bin. Bins shall be emptied of donated goods by the charitable organization at least every two weeks or sooner to prevent overflow of the goods from the bin. In the event the charitable organization fails to adequately maintain and service the bin, the Zoning Enforcement Officer will issue a written notice of violation. If the violation is not corrected within five days, the organization will be required to immediately remove the bin for the remainder of the calendar year.
- E. The Zoning Enforcement Officer and/or Public Service Director shall keep a list of qualified charitable organizations who wish to place a bin at the Village Recycling Center. Only four (4) bins are permitted at any time. If violations occur with any particular bin owned by a charitable organization, that permit will be revoked and the next organization on the list will be given the opportunity to place a bin for the remainder of the calendar year.

*Continued on Reverse Side*

Are you a Charitable Organization Yes / No

Name of Charitable Organization: \_\_\_\_\_

Web site: \_\_\_\_\_

Name of representative applying for permit: \_\_\_\_\_

Address: \_\_\_\_\_ C, S, Z: \_\_\_\_\_

Phone # for Charitable Org: \_\_\_\_\_ and Representative: \_\_\_\_\_

Email Address: \_\_\_\_\_

Location of Donation Collection Bin: Village Recycling Center, 11295 Waterville Street

Permit applied for during calendar year: January 1 to December 31, 20\_\_\_\_\_

You must provide proof of your Charitable Organization status in the State of Ohio. Attach the required documentation:

Tax ID # \_\_\_\_\_

Certificate of Good Standing \_\_\_\_\_

Other \_\_\_\_\_

Printed Name of Charitable Organization: \_\_\_\_\_

I understand the regulations as outlined herein and will abide by such rules for the placement of a Donation Collection Bin in the Village of Whitehouse, Ohio.

\_\_\_\_\_  
Signature of Applicant Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Applicant

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**Office Use Only:**

Number of previous permits issued to this organization: \_\_\_\_\_

Bin location number at Recycling Center: \_\_\_\_\_

Has this organization had violations in the past: \_\_\_\_\_

If so, what type of violations: \_\_\_\_\_

Donation Collection Bin permit approved by: \_\_\_\_\_

Permit is valid until December 31, 20\_\_\_\_\_.