

## City of St. Charles Donation Box

Building & Code Enforcement



2 East Main Street  
St. Charles IL 60174  
630.377.4406 (Office) 630.443.4638 (Fax)  
<http://www.stcharlesil.gov>

***Please direct any and all questions to the City of St. Charles Building & Code Enforcement Division:  
Monday through Friday (8 AM to 4:30 PM) at 630.377.4406***

A building permit is required prior to placement of a donation box. The following are guidelines and comments for obtaining a building permit.

### **Submittal:**

The following will need to be submitted to our office:

- Plat of Survey or Google site map of the proposed box(s) placement.
- Physical description of box (height and size) and information on box.
- Written permission letter from the property owner for the placement of the box(s).
- Completed application.
- The permit fee for all For-Profit Organizations shall be \$55.00, due at the time of submittal. Payment is to be check to the City of St. Charles or in cash.
- Charitable and/or Non-Profit Organizations with a verified 501(C)(3) exempt status will not be charged, however, all necessary applications and plans shall be required to be submitted and approved prior to donation boxes being placed on the property.

### **General Comments:**

#### **I. Donation Boxes**

Donation Boxes shall be permitted in the BC and BR Zoning Districts in accordance with the following:

- 1) Boxes shall only be permitted on properties defined as Shopping Centers in Section 17.30.030. 2.
- 2) Boxes shall not be permitted on properties in which the Shopping Center buildings are 100% vacant.
- 3) Written permission of the property owner must be obtained before placing the box on any property.
- 4) There shall be no more than three (3) boxes located in a Shopping Center.
- 5) Boxes shall not be located in the front or exterior side yard parking or building setback.
- 6) Boxes shall not be located within the required Sight Triangle in accordance with Section 17.22.010.F.
- 7) Boxes shall not be located within any off-street parking space.
- 8) Boxes shall not be placed as to obstruct pedestrian or vehicular traffic.
- 9) Boxes shall be located on a hard permanent surface.
- 10) Boxes shall be located so that they are inconspicuous from the public right-of-way, as determined by the Director of Community & Economic Development.
- 11) Boxes shall be limited to a maximum height of 7 feet.

- 12) Individual boxes shall be limited to a maximum foot print area of 25 square feet.
- 13) Signage lettering on the box cannot exceed 5 inches in height.
- 14) The name, address, email, and phone number of the box operator shall be posted on the box.
- 15) Pick up times for removal of the donated contents shall be posted and be visible on the front of the box.

**Definition:**

**Donation Boxes.** Any enclosed container located on private or public property specifically for the purpose of collecting donated clothing, books, electronics, or other similar items. Cargo Containers, trash dumpsters, or trash receptacles shall not be considered Donations Boxes.

# CITY OF ST CHARLES

## Application for Donation Boxes



Department: Building & Code Enforcement Division

Phone: (630) 377-4406 Fax (630) 377-438

Application Date: \_\_\_\_\_ Parcel No. \_\_\_\_\_ Permit No. \_\_\_\_\_

PLEASE PRINT ALL INFORMATION

I, \_\_\_\_\_, do hereby apply for a permit for the following described work located at \_\_\_\_\_  
(Address of property) (Business name, if applicable)

Zoning District of site: \_\_\_\_\_

### Check List for Submittal of Application:

- Plat of Survey or Google site map of the proposed box(s) placement.
- Physical description of box (height and size) and information on box.
- Written permission letter from the property owner for the placement of the box(s).
- Completed application.
- The permit fee for all For-Profit Organizations shall be \$55.00, due at the time of submittal. Payment is to be check to the City of St. Charles or in cash.
- Charitable and/or Non-Profit Organizations with a verified 501(C)(3) exempt status will not be charged, however, all necessary applications and plans shall be required to be submitted and approved prior to donation boxes being placed on the property.

### Owner of the Property:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Telephone NO. \_\_\_\_\_  
Illinois License No. \_\_\_\_\_

### Applicant:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Telephone NO. \_\_\_\_\_  
Illinois License No. \_\_\_\_\_

I, the undersigned, certify that if a permit is issued to me, I will comply with all provisions of the building, plumbing, electric and other applicable ordinances of the City of St. Charles and shall perform all work, or cause all work to be performed according to the provisions of said ordinances. I, or my agent, shall personally supervise the work and shall do, or cause to have done, said work according to plans, specifications and other written information supplied as a part of this application. I am familiar with the applicable ordinances and the provision thereof and in signing this application do willingly become responsible for all work accomplished under the permit by all contractors, tradesmen and workmen, and shall call for inspections as required at a minimum of 24-hours before they become due.

PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

### REPORT OF THE BUILDING OFFICIAL

Accepted: \_\_\_\_\_ Rejected: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_

### For Office:

Received \_\_\_\_\_  
Fee Paid \$ \_\_\_\_\_  
Receipt No. \_\_\_\_\_  
Check # \_\_\_\_\_