



DONATION BOXES IMPORTANT INFORMATION

Applicants and Property Owners:

- ❑ Applicants shall submit written authorization from the property owner consenting to the placement of a donation box on the subject property.
- ❑ Donation boxes may only be placed on properties zoned to allow commercial, assembly, institutional or industrial use, except, however, that donation boxes shall not be permitted in the B4, B5 and TU Districts.
- ❑ Donation boxes shall not be placed within a required parking space.
- ❑ Donation boxes shall not be placed within a required front or corner side yard, or major arterial setback. To the extent feasible, donation boxes shall be placed so as to be inconspicuous as viewed from public rights-of-way.
- ❑ Donation boxes shall not be placed in such a manner as to cause a sight obstruction for pedestrians or motorists.
- ❑ Only one donation box shall be permitted per lot or per shopping center, whichever is more restrictive.
- ❑ Donation boxes shall not exceed six and one-half feet (6.5') in height.
- ❑ Donation boxes shall indicate whether the operator is a not-for-profit organization.
- ❑ Signage on donation boxes shall not exceed five-inch (5") letter height. All donation boxes shall contain the following contact information in two-inch (2") type visible from the front of the box: the name, address, email, and phone number of both the permittee and operator.
- ❑ Maintenance: Donation boxes shall be maintained in good condition and appearance with no structural damage, holes, or visible rust, and shall be free of graffiti. All boxes shall be free of debris and shall be serviced regularly so as to prevent overflow of donations or the accumulation of junk, debris or other material.
- ❑ Revocation of Permit: Any permit granted pursuant to the provisions of this Section may be subject to revocation for cause by the Director of Transportation, Engineering and Development (or their designee), including but not limited to the failure to comply with this Section or any other applicable provisions of the Naperville Municipal Code.