



# Donation Bin Application

The Building Department  
9543 Broadview Road • Broadview Heights, OH 44147  
440-526-6864

## Office Use

Date Received: \_\_\_\_\_ Fee Amount: \_\_\_\_\_  
Application No.: \_\_\_\_\_ Date Permit Issued: \_\_\_\_\_  
Permit No.: \_\_\_\_\_ Receipt No: \_\_\_\_\_

## Subject Site

Property Address \_\_\_\_\_ Auditor Parcel Number(s) (APN/PPN) \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Zoning District \_\_\_\_\_ Sub Lot # \_\_\_\_\_

## Property Owner

Name: \_\_\_\_\_ Cell/Phone \_\_\_\_\_  
Address: \_\_\_\_\_ Email \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Name of Business (if applicable) \_\_\_\_\_

## Organization (Donation Box)

Name: \_\_\_\_\_ Cell/Phone \_\_\_\_\_  
Address: \_\_\_\_\_ Email \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Name of Business (if applicable) \_\_\_\_\_

- (A) Proof of charitable nonprofit organizations under 26 U.S.C. Section 501(c) of the Internal Revenue Code
- (B) The name, address, phone and e-mail of the owner
- (C) The name, address, phone and e-mail of a person or persons primarily responsible for placing, emptying, servicing, maintaining, and removing the donation bin/box
- (D) The name and address of the property owner upon which the donation bin/box will be placed
- (E) Written authorization from the property owner on a form provided by the City
  - o Including the terms of its placement by lease or otherwise
  - o The property owner's acknowledgment of joint and severally liability for any maintenance or other violations

By signing below, I understand all of the above statements (A through E) and that any misrepresentation of data, facts or violations of the Ordinances of the City of Broadview Heights, the State of Ohio Board of Standards, the Building, Mechanical, Plumbing and Residential Codes of Ohio.

\_\_\_\_\_  
Organization Representative Printed Name

\_\_\_\_\_  
Owner(s) Printed Name

\_\_\_\_\_  
Organization Representative Signature

\_\_\_\_\_  
Owner(s) Signature

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date:

# Donation Bin Application

## Instructions and Additional Information

The application and form must be typed or clearly written in blue or black ink. If an application is submitted and is not complete or missing information it can delay processing of the application.

### **Exterior Work:**

A lot drawing of your property **MUST be provided** and specifies the following:

1. Sufficient site plan drawing show the location of the bin(s) and copies of the drawings must be submitted with the application.
2. Location of the building and other major structures in relation to the bins.

### **Fee**

\$100.00 Per donation bin/box per year and is not prorated.

### **Payment Methods:**

The Fees can be paid by cash, check or credit card (3.5% service charge a \$0.50 minimum charge). Credit cards are accepted in person or online. If you would like to pay online go to the City's main web page and click the "Pay Here" icon. Or click the following link which will take you to the pay screen.

<https://pay.bridgepayment.com/64fbb531-7516-46d6-b8c8-c1099bfb78d6/Independent.aspx>

If you are paying in person no payments will be accepted or processed after 4:00 pm.

### **Codes & Applications:**

You may obtain the specific requirements for the projects in the Code of Ordinances of Broadview Heights on the City's Website: [www.broadview-heights.org](http://www.broadview-heights.org).

All applications are available on the City's Web site [www.broadview-heights.org](http://www.broadview-heights.org) under the Building Department section.

### **General Registration and Permit Application and Renewal**

Before placing a donation bin/box on any property in the City, the owner of the donation bin/box shall file a permit application with the Building Commissioner containing the following:

- (F) Proof of charitable nonprofit organizations under 26 U.S.C. Section 501(c) of the Internal Revenue Code
- (G) The name, address, phone and e-mail of the owner
- (H) The name, address, phone and e-mail of a person or persons primarily responsible for placing, emptying, servicing, maintaining, and removing the donation bin/box
- (I) The name and address of the property owner upon which the donation bin/box will be placed
- (J) Written authorization from the property owner on a form provided by the City
  - o Including the terms of its placement by lease or otherwise
  - o The property owner's acknowledgment of joint and severally liability for any maintenance or other violations

### **Inspections:**

A 24-hour inspection notice is required call 440-526-6864 between 8:30 a.m. and 4:00pm to schedule an inspection. **A final inspection is required for all permits.**