



**CITY OF KILLEEN  
DONATION CONTAINER PERMIT APPLICATION**

*Donation container regulations are outlined in the City Killeen Code of Ordinances, Chapter 8, Article VII.*

**Permit Application Requirements:**

*All donation container permit applications must include the following items:*

- Completed donation container permit application form
- Site plan
- Property owner authorization
- Copy of determination letter pursuant to Title 26 U.S. Code § 501(c)(3)
- Photo of the donation container

**Applicant Information:**

Name of Applicant: \_\_\_\_\_

Name of Nonprofit Organization: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

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

**Property Owner Information:**

Property Address: \_\_\_\_\_

Name(s) of Property Owner(s): \_\_\_\_\_

Legal Description: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

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

Type of Ownership:     Sole Ownership     Partnership     Corporation     Other

**Donation Container Information:**

Dimensions of Proposed Donation Container: \_\_\_\_\_

Material of Proposed Donation Container: \_\_\_\_\_

Current Zoning of Property: \_\_\_\_\_

Current Use of Property: \_\_\_\_\_



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**Donation Container Operator Authorizations** *(To be initialed by the operator of the donation container):*

- \_\_\_\_\_ I understand that only a nonprofit charitable organization that serves the local community and has obtained a determination letter pursuant to Title 26 U.S. Code § 501(c)(3) may obtain a permit to locate a donation container within the City of Killeen.
- \_\_\_\_\_ I understand that the donation container must:
  - Be constructed of metal, fiberglass, or wood;
  - Be labeled “no dumping;”
  - Indicate the name, address, and telephone number of the nonprofit organization responsible for collection;
  - Be secured at all times, except when it is being emptied;
  - Have a lid or top to protect the contents from weather; and
  - Be no larger than one hundred and fifty (150) cubic feet.
- \_\_\_\_\_ I understand that:
  - The area around the donation container must be kept free of junk and debris;
  - The donation container must be emptied often enough that donation do not overflow;
  - The donation container must be maintained in good condition and appearance with no structural damage, holes, or visible rust, and must be kept free of graffiti.
- \_\_\_\_\_ I understand that all donations, junk, and/or debris left in the area around the donation container must be cleared within seventy-two (72) hours. If the debris is not cleared, the City may clear the debris and bill the property owner for the cost to abate the violation.
- \_\_\_\_\_ I understand that the City may revoke a donation container permit for failure of the property owner or donation container operator to comply with the requirements outlined in the City Killeen Code of Ordinances, Chapter 8, Article VII.

**Property Owner Authorization** *(To be initialed by the property owner):*

- \_\_\_\_\_ I consent to the location of a donation container on my property.
- \_\_\_\_\_ I affirm that the donation container on my property will comply with all requirements of the City Killeen Code of Ordinances, Chapter 8, Article VII.
- \_\_\_\_\_ I understand that the City may revoke a donation container permit for failure of the property owner or donation container operator to comply with the requirements outlined in the City Killeen Code of Ordinances, Chapter 8, Article VII.
- \_\_\_\_\_ I understand that, by consenting to the location of a donation container on my property, I may be held responsible for the maintenance of the area around the donation container.
- \_\_\_\_\_ I understand that all donations, junk, and/or debris left in the area around the donation container must be cleared within seventy-two (72) hours. If the debris is not cleared, the City may clear the debris and bill me for the cost to abate the violation.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Donation Container Operator

\_\_\_\_\_  
Date

Application Number \_\_\_\_\_

Approved

Disapproved

Staff Signature \_\_\_\_\_

Date \_\_\_\_\_