



# UNATTENDED DONATION/COLLECTION BOX

## UNATTENDED DONATION/COLLECTION BOXES OWNER/OPERATOR

\*All fields below are required

COMPANY NAME:	
OFFICE CONTACT:	
BUSINESS ADDRESS:	
EMAIL:	
24-HOUR CONTACT #:	
WEBSITE:	

## PARCEL OWNER

\*All fields below are required

COMPANY NAME:	
OFFICE CONTACT:	
BUSINESS ADDRESS:	
EMAIL:	
CONTACT PHONE #:	
WEBSITE:	

## RESPONSIBLE PARTIES

\*All fields below are required

**The Parcel Owner and the UDCB Operator (Operator) have joint and several liability for violations of Article 24.11 (Section 2, Ordinance Number 18-07-1093), including fees, citations, civil actions, and/or legal remedies relating to a UDCB. The Parcel Owner remains liable for any violation of duties imposed by Article 24.11 even if the Parcel Owner has, by agreement, imposed on the Operator the duty of complying with the provisions of this Article.**

SIGNATURE OF PARCEL OWNER:			
PRINTED NAME:		DATE:	
SIGNATURE OF UDCB OWNER/OPERATOR:			
PRINTED NAME:		DATE:	

\*All application requirements must be submitted in full with this application along with a non-refundable \$50.00 application fee. Any incomplete applications will not be accepted or processed. This permit is required to be renewed annually. Please see the following list of required application items.

### FOR OFFICE USE ONLY

APPLICATION FEE:	RECEIVED BY:	RECEIVED DATE:
REVIEWED BY:	REVIEWED DATE:	PERMIT #:
NOTES:		

***All applications for Unattended Donation/Collection Boxes (UDCB) must include and/or comply with the following items. Please initial next to each line item agreeing that you have provided the requested information with your permit application or that you are agreeing to comply with the terms outlined.***

**PERMIT ATTACHMENTS**

- \_\_\_\_\_ A signed agreement stating that the Parcel Owner/Agent and Operator will abide by all the processes and requirements described in this Article
- \_\_\_\_\_ A non-refundable application fee in the amount of \$50.00
- \_\_\_\_\_ A signed authorization from the Parcel Owner/Agent to allow placement of the UDCB
- \_\_\_\_\_ A signed acknowledgement of responsibility from the Parcel Owner/Agent and the Operator for joint and several liability for violations of this Article
- \_\_\_\_\_ Proof of general liability insurance of at least \$1,000,000.00 covering the applicant's UDCB and naming the City of Murphy as an additional insured
- \_\_\_\_\_ For nonprofit Operators, evidence that the nonprofit is recognized by the Internal Revenue Service as such
- \_\_\_\_\_ For for-profit Operators, proof of an active business tax certificate
- \_\_\_\_\_ A vicinity map showing 1) the proposed location of the UDCB; and 2) the distance between the site and all existing UDCBs within 1,000 feet of the proposed UDCB location
- \_\_\_\_\_ Photographs of the location and adjacent properties
- \_\_\_\_\_ A site plan containing:
  - a. Location and dimensions of all parcel boundaries
  - b. Location of all buildings
  - c. Proposed UDCB location
  - d. Distance between the proposed UDCB, parcel lines, and buildings
  - e. Location and dimension of all existing and proposed driveways, garages, carports, parking spaces, maneuvering aisles, pavement and striping/markings
  - f. Any other site information requested by the Director
- \_\_\_\_\_ Elevations showing the appearance, materials, and dimensions of the UDCB, including the information required in this Article to be placed on the UDCB and notice sign
- \_\_\_\_\_ A description and/or diagram of the proposed locking mechanism of the UDCB
- \_\_\_\_\_ A maintenance plan (including graffiti removal, pick-up schedule, and litter and trash removal on and around the UDCB) that is sufficient to prevent/eliminate Blight-related conditions
- \_\_\_\_\_ Any other reasonable information regarding time, place, and manner of UDCB operation, placement, and/or maintenance that the Director requires to evaluate the proposal consistent with the requirements of this Article

**LOCATION**

- \_\_\_\_\_ No UDCB shall be located within 1,000 feet from any other UDCB
- \_\_\_\_\_ With the exception of areas described in Subsection (C), below, UDCBs are only allowed to be located in the following zones, which are designated in the zoning maps and described in the City's Zoning Code of Ordinances
- \_\_\_\_\_ No UDCBs are permitted within 200 feet of: Betsy Road, Murphy Road, Farm to Market Road 544 (Plano Parkway), and McCreary Road
- \_\_\_\_\_ A UDCB is only permitted on a lot that also contains a principal building that contains at least one operating business or other ongoing activity

\_\_\_\_\_ UDCBs are prohibited within any of the following locations:

- a. Required building setback, landscaping, buffer yard, access easement, drainage easement, floodplain, driveway, required parking space, utility easement or fire lane
- b. 500 feet from lots that are zoned or used for residential or mixed-use commercial purposes as designated in the City's zoning maps, said distance shall be measured from lot line to lot line
- c. The public right-of-way and 30 feet of the public right-of-way
- d. 10 feet from any property line

\_\_\_\_\_ UDCBs cannot block or impede access to:

- a. Required parking or driveways
- b. Pedestrian routes
- c. Emergency vehicle routes
- d. Building ingress and egress
- e. Required handicapped accessibility routes
- f. Required easements
- g. Trash enclosure areas or access to trash bins/trash enclosures
- h. Traffic nor visually impair any motor vehicle operation within a parking lot, driveway, or street

\_\_\_\_\_ UDCBs cannot impede the functioning of exhaust, ventilation, or fire extinguishing systems

\_\_\_\_\_ No more than one UDCB is permitted per parcel. A UDCB is only permitted on a lot that is platted. In the case of a shopping center or office development that consists of multiple platted lots, the Director shall treat the shopping center or office development as if it is one contiguous lot

\_\_\_\_\_ The donation/collection area must be no more than ten feet from a continually operating light source of at least one foot candle

### **PHYSICAL ATTRIBUTES**

\_\_\_\_\_ UDCBs shall:

- a. Be fabricated of fireproof steel sheeting capable of preventing leaked or seeping materials
- b. Be placed on ground that is paved with durable cement
- c. Not exceed seventy-two (72) inches high, seventy-two (72) inches wide and sixty (60) inches deep
- d. Not be electrically or hydraulically powered or otherwise mechanized
- e. Not be a fixture of the site or considered an improvement to real property
- f. The color and associated signage shall not be high-intensity or fluorescent; and
- g. Have the following information conspicuously displayed on at least two-inch type visible from the front on the UDCB:
  - 1. The name, address, 24-hour telephone number, and, if available, the internet web address, and email address of the owner and operator of the UDCB
  - 2. The type of material that may be deposited
  - 3. A notice stating that no material shall be left outside the UDCB
  - 4. A City approved identification system that identifies the UDCB as being properly permitted by the City
- h. "Any disclosure required by law, including Texas Business and Commerce Code 17.921 *et seq.*, as amended" must be conspicuously displayed in at least two-inch, upper-case type on each side of the UDCB:

## **MAINTENANCE**

- \_\_\_\_\_ No Blight shall be within 30 feet of the UDCB including, but not limited to donation/collection overflow, litter, debris, and dumped material.
- \_\_\_\_\_ UDCBs shall be maintained and in good working order. Items to be repaired, removed, and/or abated include, but are not limited to graffiti, removed or damaged signs and notifications, peeling paint, rust, and broken collection operating mechanisms.
- \_\_\_\_\_ UDCBs shall be serviced not less than bi-weekly between 7:00 a.m. and 7:00 p.m. on weekdays and 10:00 a.m. and 6:00 p.m. on weekends. This servicing includes the removal of Donated/Collected Material and abatement of the Blight described in this section.
- \_\_\_\_\_ The Operator shall maintain an active email address and a 24-hour telephone service with recording capability for the public to register complaints.
- \_\_\_\_\_ UDCBs cannot be used for the collection of solid waste and/or any hazardous materials.

## **LIABILITY**

- \_\_\_\_\_ Operators, Property Owners, and Agents shall maintain a minimum general liability insurance of \$1,000,000.00 for the duration of the operation of a UDCB at each site, to cover any claims or losses due to the placement, operation, or maintenance of the UDCB and naming the City of Murphy as additional insured. Proof of naming the City as additional insured shall be provided upon request by the City.

## **RENEWAL**

- \_\_\_\_\_ Each UDCB permit shall be renewed annually by submitting a UDBC permit renewal application to the city at least one month prior to the expiration of the active UDCB permit along with a non-refundable renewal fee as prescribed in Appendix A.
- \_\_\_\_\_ Unless renewed as described above, each UDCB permit shall expire and become null and void annually on the anniversary of its date of issuance.