



## **Unattended Donation Bins Permit Checklist**

- Application for each unit
- Property Owner Agreement
- \$50.00 non-refundable fee
- Proof of Insurance naming the City as an additional insured
- Evidence as a non-profit organization or active business tax certificate on for-profit operators
- Active business tax certificate for business where UDB is located
- Photos of property and adjacent properties
- Site Plan
- Diagram of UDB including description of locking mechanism
- Maintenance Plan