



City of Harlem Planning & Zoning Department
 320 North Louisville Street, PO Box 99
 Harlem, Georgia 30814
 Phone-706-556-0043 Fax-706-556-0604

Annual Fee: \$100 Per Bin

Donation Bin Permit Application

A permit is required to place a donation bin on any commercial, professional, or industrial property in the City. The permit must be renewed annually and expires on December 31st of each year. Insurance and screening from the public right of way is required for each bin. More information is on the reverse of this page.

Address of Donation Bin: _____

Zoning Classification: _____

Owner of Property: _____

Owner of Bin: _____

Contact Person: _____

Bin Owner Address: _____

Phone Number _____ Email _____ Fax _____

Donation Bin: Length _____ Height _____ Width _____ Materials _____

Number of Proposed Bins: _____

Proposed Screening: _____

Please provide the following documentation:

1. Certificate of a general liability insurance policy of a minimum of \$100,000 per bin.
2. Drawing of proposed location of bin and screening.
3. Photo of proposed bin evidencing all information required by state and local law.
4. Signed letter stating property owner is aware of the placement of the bin.

FOR OFFICE USE ONLY

Date Received _____

Received By _____

Fee Paid Via: _____

Check Number _____

Determination: _____

Signature _____

Location and Placement

Bins are allowed in all commercial, industrial, and professional districts.

Bins shall not be placed in the following manner:

1. Projecting onto or over any public roadway or public street
2. Resting in whole or in part upon any portion of a public right of way or projecting onto or over the same.
3. In any required buffer area.
4. Within twenty-five feet of any driveway, fire hydrant, or crosswalk.

Bins shall be placed on a hard, level, and weather resistant surface.

Number

No more than one donation bin per parcel or location per entity or person with a total of three allowed per parcel or location.

Screening

Screening shall be in a manner to effectively shield the bin from being viewed from the public right of way as determined by Planning & Zoning Department staff on a case by case basis. Vegetation may be included as screening.

Donated Materials

Donated materials or clothing shall not be placed on or around the exterior of the bin. Violations shall be treated as a public nuisance and be abated within ten business days or face penalties.

Bins

Bins may be made of steel, metal or a similar durable product.

Maximum size is 12 feet in length, 6 feet in width, and 6 feet in height.

The name, website, address, and telephone number of the registered person or entity who owns the bin and any other entity who may share in the profit from any clothing or material collected via the bin must be clearly and conspicuously displayed on the exterior.

Bins and screening shall not be used for any advertisement, signage, or other promotional materials other than the display of information provided for in this application.

Time of Decision by the City of Harlem

The Planning & Zoning Department shall have 30 business days to issue or deny the permit. A notification of issuance or denial shall be mailed or hand delivered to the applicant's address on or before the thirtieth business day. If denied, the notice shall state the reasons for denial.