

**Department of Planning and Development**

446 West Crogan Street • Lawrenceville, GA 30046-2440  
(tel) 678.518.6000  
www.gwinnettcountry.com



**gwinnettcountry**

**Collection Bin Permit Application Checklist**  
**Unified Development Ordinance (UDO) Section 230-130.4.C**

Case Number: TUP Date Submitted: \_\_\_\_\_

Parcel #: \_\_\_\_\_ Address: \_\_\_\_\_

- Complete the Collection Bin Permit Application form.
- Provide payment in the amount of \$250.00 plus \$25 for Sticker Fee for each permit application. (One permit per collection bin)
- If applicant claims to be a qualified nonprofit organization, provide a copy of determination letter stating applicant's tax status under Section 501(c)(3) the Internal Revenue Code.
- Provide a certificate of good standing issued by the Office of the Georgia Secretary of State. Certificate to be no more than three months old.
- Provide Certificate of liability Insurance of at least \$1 million covering the liability of the permittee arising out of the placement and maintenance of a collection bin.
- Provide written consent from property owner. See Sample Letter of Consent.
- Provide lease agreement between Site Host or Lawful Occupant and Permittee.
- Collection bins shall not be permitted on site if principal structure is vacant.
- Provide a closed boundary survey of the property.
- Provide a site plan (to scale) showing, compliance with UDO Section 230-130.4(C), including the following:
  - Note scale of site plan.
  - Provide address of property.
  - Show and identify right-of-way line for all public streets adjacent to the property.
  - Show road name for all public streets adjacent to the property.
  - State zoning of the property.
  - Show all conditions of approval for rezoning and overlay district conditions, where applicable.
  - State whether the parcel is publicly and whether it is the premises of a church, library, or school.
  - Note acreage of property. No more than two bins on parcel of ten acres or less.
  - Show the building footprint of the principal structure located on the site.
  - Note finish material of the principal structure.

- Show the location of proposed collection bin.
  - Collection bin may be no closer to the right-of-way than the front or side building plane of the principal structure on the site.
  - Collection bin may be no closer to the right-of-way than fifty feet.
- Show and label concrete or asphalt surfaces. Bin must be located on concrete or asphalt surface.
- Show and label landscape areas and planter areas.
- Show, label, and dimension zoning buffers. Bin must be located five feet from required buffer.
- Show traffic circulation on property (one way and two way arrows).
- Show and label any existing collection bins on the property or note on plan that there are no other collection bins on property.
- Show minimum distance of 500 feet between proposed collection bin and all existing or proposed collection bins on site.
- Show and label three sided opaque enclosure required to surround collection bin.
  - Open side of enclosure must face away from any public road.
  - Minimum height of enclosure to be a minimum of six feet.
  - Finish material of enclosure to be consistent with finish material of principal structure.
- Show and label dimensions of collection bin which are not to exceed five feet by five feet by seven feet in total height.
- Note exterior color of collection bin.
- Show the following notes on the site plan:
  - (name, address, telephone number, and Internet Web Address of the Permittee)** to be displayed on the front of the collection bin, directly underneath the deposit door or on the deposit door, in boldface letters which are at least two inches high
  - It shall be clearly noted on the collection bin that **no items are to be left outside of the collection bin.**
  - Collection bin to have a receiving door that can be closed so that only an authorized representative of the owner may access the items deposited in the collection bin.
- \_\_\_\_\_
- \_\_\_\_\_



Gwinnett County  
 Department of Planning and Development  
 One Justice Square  
 446 West Crogan St. Ste. 150  
 Lawrenceville, GA 30046  
 Phone: 678.518.6000  
 www.gwinnettcounty.com

**COLLECTION BIN PERMIT APPLICATION**

Permit # \_\_\_\_\_

**Application Fee: \$250.00**  
**Sticker Fee: \$25.00**

Receipt# \_\_\_\_\_  
 Date Filed: \_\_\_\_\_  
 Fee: \_\_\_\_\_ Issued by: \_\_\_\_\_

<b>LOCATION</b>	Address of Donation Bin:			Tax Map Identification Number (Parcel Number):
	City	State:	Zip Code:	
	<b>Zoning District (check one)</b>	<b>Principal Use</b>	<b>Zoning Case Number</b>	<b>Size of Donation Bin</b>
	<input type="checkbox"/> C-1 <input type="checkbox"/> M-1 <input type="checkbox"/> C-2 <input type="checkbox"/> M-2 <input type="checkbox"/> C-3	<input type="checkbox"/> Library <input type="checkbox"/> School <input type="checkbox"/> Church <input type="checkbox"/> Other _____		_____ x _____ x _____ width    depth    height (Max. 5' width x 5' depth x 7' height)

<b>BIN OWNER</b>	Bin Owner/Permittee Contact:		Address:			
	Phone:	City:	State:	Zip Code:		
	Email:					
	Organization Website:	Signature of Bin Owner / Permittee _____ Date: _____				
	Name of Organization					
			Printed Name and Title _____ Date: _____			

<b>PROPERTY OWNER</b>	Property Owner/ Site Host contact:		Address:			
	Phone:	City:	State:	Zip Code:		
	Email:					
	2 <sup>nd</sup> contact name:	Signature of Property Owner /Site Host _____ Date: _____				
	Phone:					
			Printed Name and Title _____ Date: _____			

<b>LAWFUL OCCUPANT</b>	Lawful Occupant contact:		Address:			
	Phone:	City:	State:	Zip Code:		
	Email:					
	2 <sup>nd</sup> contact name:	Signature of Lawful Occupant (when not the Property Owner) _____ Date: _____				
	Phone:					
			Printed Name and Title _____ Date: _____			

**TERMS OF AGREEMENT**

**Signature on this form, by the Bin Owner (Permittee), Property Owner (Site Host), and Lawful Occupant agree to the terms of the Gwinnett County Unified Development Ordinance Section 230-130.4.C and verify that he/she agrees to conform with and abide by all the rules, regulations, and provisions of the Gwinnett County Ordinances pertaining to the installation and maintenance of collection bins now or hereafter in force.**

