



**Administration & Regulatory Affairs Department  
Regulatory Affairs Division**

**1002 Washington Ave  
Houston, Texas 77002**

**Phone: (832) 394-8803 | Fax: (832) 395-9632**

**Monday through Friday  
8:00 a.m. until 4:00 p.m.**

**Donation Box Permit Application Guide**

1. Complete Donation Box Application and Indemnification of the City.
2. Complete the Property Owner Authorization for Donation Box and City Assessment of Abatement Expenses form.
3. Provide site plan or map of exact placement of donation box at proposed site (for each donation box).
4. Provide service plan for each donation box (including information regarding which days and the time of day the items will be collected).
5. Have your proof of insurance sent to our offices from your insurance agent. The information can be faxed to 832-395-9632 or emailed to [ARAREgulatoryPermitting@houstontx.gov](mailto:ARAREgulatoryPermitting@houstontx.gov). The insurance must be sent on an Acord 25 Form with the following information:
  - a. City of Houston listed as “Additional Insured” (City of Houston, P.O. Box 1561, Houston, Texas 77251).
6. Complete the Deed Restriction and Law Compliance Affidavit.
7. The donation box permit fee is \$191.00 per donation box plus an additional \$29.72 administrative fee. Total per donation box is: \$220.72

**Bring the following items to the Houston Permitting Center at 1002 Washington Ave:**

- The completed Donation Box Permit Application and Indemnification of the City.
- The completed Property Owner Authorization for Donation Box and City Assessment of Abatement Expenses form.
- Site plan or map (for each donation box).
- Service plan (for each donation box).
- The completed and signed Deed Restriction and Law Compliance Affidavit.
- Valid government-issued identification document or similar proof of right to work in the state of Texas.

**Other Application Information**

- Incomplete applications will not be processed.
- Only original documents will be accepted.
- Documents must have identical names and spellings.
- Documents containing alterations, erasures, or outdated photos will not be accepted.



City of Houston  
 Regulatory Affairs Division- Transportation Section  
 1002 Washington Ave.  
 Houston, Texas 77002  
 (832) 394-8803 Fax (832) 395-9632



**DONATION BOX PERMIT APPLICATION AND INDEMNIFICATION OF THE CITY**

**Donation Box Applicant Information**

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

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

Physical Address (if different): \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Donation Box Operator Information (if different from applicant)**

Name of Operator: \_\_\_\_\_

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

Physical Address (if different): \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Donation Box Landowner Information (if different from applicant)**

**(If multiple locations, provide landowner information on page following the next page)**

Name of Landowner: \_\_\_\_\_

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

Physical Address (if different): \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Any material change in the information provided shall require an amendment and must be reported to the director within 10 days after the change. Failure to supplement as required invalidates any permit provided under the original application. The administrator may require a permittee to reapply for a permit if information provided in the original application changes.

**INDEMNIFICATION OF THE CITY**

**SUBJECT TO APPROVAL OF MY DONATION BOX PERMIT APPLICATION, I DO HEREBY AGREE TO INDEMNIFY, DEFEND AND HOLD HARMLESS THE CITY OF HOUSTON AND ALL OF ITS DEPARTMENTS, OFFICIALS, OFFICERS, AGENTS, CONTRACTORS, EMPLOYEES, FROM AND AGAINST ANY AND ALL CLAIMS, LOSSES, DAMAGES, CAUSES OF ACTION, SUITS AND LIABILITY OF EVERY KIND, INCLUDING ALL EXPENSES OF LITIGATION, COURT COSTS AND ATTORNEY FEES, ARISING OUT OF, TOUCHING UPON, OR IN ANY WAY RELATING TO THE DONATION BOX(ES) DESCRIBED IN THIS APPLICATION. SUCH INDEMNITY SHALL APPLY WHETHER THE CLAIMS, LOSSES, DAMAGES, CAUSES OF ACTION, SUITS OR LIABILITY ARISE IN THE WHOLE OR IN PART FROM THE NEGLIGENCE OF THE CITY OF HOUSTON, ITS DEPARTMENTS, OFFICERS, OFFICIALS, AGENTS, CONTRACTORS, OR EMPLOYEES.**

Signed this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Print Name: \_\_\_\_\_

Sign name: \_\_\_\_\_

	Size of Donation Box	Color and Design	Construction Material	Location of Donation Box (Physical Address)	Landowner Name (If different from applicant)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

**DEED RESTRICTION AND LAW COMPLIANCE AFFIDAVIT**

*Please initial next to each paragraph:*

\_\_\_\_\_ I understand and agree that it is my responsibility to ensure each donation box displays the current contact information for the operator of the donation box.

\_\_\_\_\_ I understand and agree that each donation box shall indicate, in clearly legible writing, the types of items accepted for donations and that all donations must fit into and be placed within the donation box.

\_\_\_\_\_ I understand and agree that each donation box shall display a valid decal, visible from the right-of-way at all times.

\_\_\_\_\_ I understand and agree that it is my responsibility to comply with all deed restrictions and city, state, and federal laws, regulations and/or ordinances concerning any activity authorized by the license, permit, or certificate, requested in the application to which this affidavit pertains and concerning any land or place where such activities may be conducted.

\_\_\_\_\_ I also understand and agree that the City of Houston by issuing the license, permit or certificate for which I am applying does not excuse or approve of any violation of deed restrictions, of city, state or, federal laws, regulations or ordinances and that the license, permit, or certificate will be void in the event that it is used in violation thereof.

\_\_\_\_\_ I fully understand that if the permit, license, or certificate for which I am applying is issued, the City of Houston or any other appropriate entity may institute legal proceedings against me if I violate any deed restriction, or any city, state or federal law, regulation or ordinance.

\_\_\_\_\_ To the extent that this affidavit is made on behalf of a corporation or for the benefit of any persons other than myself, I certify that I have fully advised them of the content of this affidavit and that I am duly authorized to execute the same as the act and deed of the applicant or persons.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**NOTARY**

State of Texas  
County of Harris

Before me, the undersigned authority \_\_\_\_\_ on this day personally appeared and after me being duly sworn states under oath that all the above and foregoing statement and each part thereof is true and correct.

Acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Notary

**Property Owner Authorization for Donation Box and City Assessment of Abatement Expenses**

**\*MUST COMPLETE ONE FOR EACH LANDOWNER**

Date: \_\_\_\_\_

Business name: \_\_\_\_\_

Physical Address (of the donation box): \_\_\_\_\_

---

My name is, \_\_\_\_\_. I am providing this authorization in compliance with Section 641(a)(2), Article XIX, Chapter 28 of the Code of Ordinances, Houston, Texas (the "Code"), which states the landowner or authorized agent of the landowner must provide written permission allowing the donation box on the real property.

I am the landowner or authorized agent of the landowner of the real property described by the physical address stated above (the "Real Property"). I, as the landowner or authorized agent of the landowner of the Real Property, hereby authorize and provide written permission for \_\_\_\_\_ to place or maintain a donation box on the Real Property.

---

Select one:

- I am the landowner
- I am the property manager
- I am the authorized agent of the landowner (describe): \_\_\_\_\_

My complete address, including city, state and zip code is: \_\_\_\_\_

My phone number is: \_\_\_\_\_

---

**Pursuant to Section 28-656(d) and Section 28-657(d) of the Code:**

I, as the landowner or authorized agent of the landowner of the Real Property, acknowledge and understand that for any abatement that is carried out by the City of Houston, the City of Houston may assess any and all expenses related to such abatement, including applicable overhead expenses, and place a lien on the Real Property on which the donation box was placed.

Signed this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Print Name: \_\_\_\_\_

Sign name: \_\_\_\_\_