



Licensing Division, MS 6006
2664 Riva Road
Annapolis MD 21401
www.aacounty.org/ip
Phone: (410) 222-7788

UNATTENDED DONATION BOX REGISTRATION 2 Year Registration \$40.00

Unattended Donation Box Operator Name _____

Mailing Address _____

(Business must be registered in Maryland and be in good standing.)

Telephone Number (Must have recording ability) _____

Email _____ Website _____

Operator is a:

_____ Profit

_____ 501 (c)(3) Non-profit Corporation (provide proof of 501(c)(3) status)

Donation Box address: _____

Real Property Tax Account Number: _____

Property Owner Name _____

Mailing Address _____

Telephone Number _____ Email _____

_____ Signed authorization from property owner below. Include copy of current lease.

_____ Google satellite map attached. The map will serve as the site plan and must accompany this application. Please indicate on the map the exact location of the box. Boxes may not be located in the right-of-way, block clear line of sight, or be placed where traffic flow is disrupted. The location of the unattended donation box is subject to the approval of the Department.

Per § 11-17-106 of the County Code, the Operator is responsible to maintain the Donation Box in good working order and in good condition, and to keep the box and area around it free from blight. The Operator shall display contact information, including the Operator's telephone number with recording capability. Unattended boxes shall be serviced not less than 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 includes the removal of collected items in or around the box.

The registration fee is \$40.00 and expires two years from date of issuance. Renewal applications must be received one month prior to expiration. Renewals will not be accepted if there are open citations, unpaid fines, or unresolved violations or complaints relating to the unattended donation box.

By my signature below, I certify the above information and all attachments are true and accurate based upon my personal knowledge. Further, if the registration is issued, I will confirm to and abide by all laws of Anne Arundel County relevant to Unattended Donation Boxes.

Signature of Box Operator

Printed Name

Date

By the signature of the property owner below, I certify that I/we authorize the placement of an unattended donation box on the above referenced property. I understand that it is unlawful for a property owner to place, operate, maintain, or allow an unattended donation box on real property without a valid registration issued by the County.

Signature of Property Owner

Printed Name

Date