



**City of Minneapolis**  
**Department of Community Planning & Economic Development**  
**Development Services Division**  
**250 South 4<sup>th</sup> Street, Room 300**  
**Minneapolis MN 55415-1316**  
**612-673-3000**

**DONATION COLLECTION BINS APPLICATION**

**525.90. Zoning administrator.** (a) *Establishment.* There is hereby established the office of the zoning administrator. The zoning administrator shall be the planning director or his or her authorized representative.

(b) *Jurisdiction and authority.* The zoning administrator shall have the following powers and duties in connection with the administration of this zoning ordinance:

(17) To perform the administrative review of donation collection bins.

**537.10. Purpose.** Standards governing accessory uses and structures are established to provide for the orderly development and use of land and to minimize conflicts among land uses by governing the type, size, location and operational characteristics of accessory uses and structures.

**537.110. Allowed accessory uses and structures.**

*Donation collection bin:* Donation collection bins shall be allowed in all zoning districts accessory to a commercial use, a religious institution place of assembly, or an educational facility, subject to administrative review and approval by the zoning administrator, and subject to the following:

- (1) The donation collection bin shall be fully owned and operated by a non-profit entity and all revenues from the sale of collections from the use must be returned to support the non-profit entity. Hosting property owners or managers shall not receive compensation for hosting the use. A non-profit entity shall mean those partnerships, joint ventures, corporations and associations that:
  - a. Are established for a purpose not involving pecuniary gain to the members, partners or shareholders thereof;
  - b. Pay no dividends or other pecuniary remuneration, directly or indirectly, to the members, partners or shareholders thereof; and
  - c. In the case of private, nonprofit corporations, are established under and pursuant to Minnesota Statutes, Chapter 317A, and are in compliance with all the provisions thereof. In no event shall a limited dividend entity be deemed a non-profit entity.
- (2) In the residence and OR1 districts, donation collection bins shall be located on a religious institution place of assembly, or an educational facility site of not less than twenty thousand (20,000) square feet.

**Attention:** If you need other disability related accommodations, such as a sign language interpreter, accessible meeting site, or materials in alternative format, please contact 612-673-2162 (673-2157 TTY/VOICE) at least five days prior to the meeting. If you want help translating this information, call – **Hmong** – Ceeb toom. Yog koj xav tau kev pab txhais cov xov no rau koj dawb, hu 612-673-2800; **Spanish** – Atención. Si desea recibir asistencia gratuita para traducir esta información, llama 612-673-2700; **Somali** - Ogow. Haddii aad dooneeyso in lagaa kaalmeeyo tarjamadda macluumaadkani oo lacag la' aan wac 612-673-3500.

- (3) Not more than one (1) bin shall be located on a zoning lot.
- (4) Items collected shall be limited to nonfood items that can be placed in the collection bin through the opening and shall not be left outside of the bin.
- (5) Bins shall be no more than six (6) feet in height, five (5) feet wide and four (4) feet deep, shall be installed on a hard, level surface and shall be locked or otherwise secured and maintained in good condition and appearance with no structural damage, holes, or visible rust, and shall be free of graffiti. The opening shall not exceed ten (10) square feet in area.
- (6) Bins shall be clearly marked to identify the specific items and materials requested to be left for donation and shall contain the following contact information in two inch type visible from the front of each bin: the name, address, email, and phone number where the owner or operator may be reached. The bin shall also display a notice stating that no items or materials shall be left outside of the bin.
- (7) Bins shall be monitored daily and serviced and emptied as needed by the owner or operator, or the property owner, to prevent overflow of materials onto surrounding areas. All receipt, sorting and processing of goods collected shall occur within a completely enclosed building.
- (8) The bin shall be located no closer than twenty (20) feet from an adjacent permitted or conditional residential use.
- (9) The bin shall not be located in any required yards and shall not interfere with on-site circulation, landscaping, required off-street parking, accessible parking areas, walkways and any other requirements that may have been imposed as part of the site plan approval for the premises.
- (10) The use shall be located at least one thousand (1,000) feet from all existing donation collection bins unless it is located on the same zoning lot as the non-profit entity it serves.
- (11) The premises, all adjacent streets, sidewalks and alleys and all sidewalks and alleys within one hundred (100) feet shall be inspected regularly for the purpose of removing any litter found thereon.

**DONATION COLLECTION BINS APPLICATION REQUIREMENTS CHECKLIST**

Staff will accept only complete applications that include all of the items listed below and any specific application requirements. If any of the items are missing at the time of submittal, the application will be deemed incomplete and staff will not accept the application.<sup>1</sup>

	Completed Application Worksheet.
	Correct fees paid (checks payable to Minneapolis Finance Department).
	A letter from the property owner, authorizing the application
	Written statement outlining a management plan for the proposed bin, including, but not limited to, items and materials requested to be left for donation, schedule for collecting donated items and the contact information that will be visible on the bin.
	Photos of the property and existing structures.
	Two copies of a scaled and dimensioned site plan. <sup>2</sup> The following items must be included:
	<ul style="list-style-type: none"> <li>▪ All property lines.</li> <li>▪ Streets and alleys.</li> <li>▪ Adjacent uses (show location and identify if they are residential or nonresidential).</li> <li>▪ On-site building footprints (including garages and other accessory structures).</li> <li>▪ Other impervious surfaces (parking areas, walkways, driveways, etc.).</li> <li>▪ Landscaped areas.</li> <li>▪ Location of the proposed donation collection bin.</li> <li>▪ Surface material where the proposed donation collection bin will be located.</li> <li>▪ Indicate north arrow and date the plan was drawn.</li> </ul>
	One copy (plus one 8 ½ x 11) of scaled and dimensioned elevations or photo rendering of the proposed bin.

<sup>1</sup> City staff will review the initial application submission to determine completeness and will notify the applicant of what, if any, additional information must be submitted. Please be aware that supplemental information may also be requested during the evaluation and hearing process.

<sup>2</sup> The site plan must be prepared by a certified architect, landscape architect, engineer, or land surveyor that is licensed in the State of Minnesota. A license stamp, or registration number, whichever is applicable, together with the signature, shall be provided on the face of the site plan. Site plan information may be combined with the survey of the property. *The requirement that one of the above professionals prepare the site plan may be waived by the Zoning Administrator, Director of Community Planning and Economic Development, or their authorized representative where the application does not involve a new principal structure, provided the plan is accurately dimensioned and is drawn to an architectural or engineering scale. Applications will not be accepted and permits will not be issued for a new principal structure if a survey is not provided.* If the project is subject to Chapter 530, Site Plan Review, it is recommended that the applicant provide a copy of the site plan review ordinance to the registered professional prior to preparation of a site plan.

**FEES**

Application type	Fee (dollars)
Administrative reviews of donation collection bins	105

**APPLICATION WORKSHEET**

<b>Non-profit Entity/Applicant</b>	Name		
	Mailing Address Including City, State and Zip Code		
	Phone Number		
	Fax		
	Email		
	501(c)3 Status/Tax ID		
<b>Property Owner</b>	Name		
	Mailing Address Including City, State and Zip Code		
	Phone Number		
	Fax		
	Email		
<b>Property Information</b>	Address(es)		
	Identification Number		
	Legal Description		
	Lot Area (square feet)		
	Zoning classification(s)		
<b>Donation Bin Information</b>	Size of bin (feet)	Height:	Width:
		Depth:	

**ACCURACY DECLARATION**

My signature attests to the fact that the attached application is complete and accurate to the best of my knowledge. I understand that the staff review of this application is dependent upon the accuracy of the information provided and that any inaccurate or inadequate information provided may delay review of my application or may result in denial of my request.

Property owner's signature: \_\_\_\_\_

Applicant's name (please print): \_\_\_\_\_

Applicant's signature: \_\_\_\_\_