



## DONATION BOX REQUEST FORM

<b>Date:</b>			
<b>Property Address</b> (where donation box is to be placed):			
<b>Current Legal Description:</b>	<b>Block/Abstract:</b>	<b>Lot/Tract:</b>	<b>Addition/Survey:</b>

### APPLICANT/ORGANIZATION INFORMATION

<b>Contact Name</b>		<b>First Name:</b>	<b>Last Name:</b>	
<b>Organization Name:</b>				
<b>Mailing Address:</b>		<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Phone:</b>	<b>Fax:</b>	<b>Email:</b>	<b>Mobile:</b>	

### Required Documents/Information Checklist

- ☐ Site plan showing location of business, donation box placement, and parking on site.
- ☐ Authorization letter from property owner.
- ☐ Description of donation box to include what the donation box will look like, the dimensions of the box, list of accepted drop off items, and date/time of box pick ups.

Please make sure to fill application out completely to help expedite the process.

Upon completion, please return this form and all attachments to:  
Suzanne Meason, Planning and Zoning Coordinator, via mail: City of Lake Worth, Planning & Zoning Department, 3805 Adam Grubb, Lake Worth, Texas 76135, fax: 817-237-1333 or email: [smeason@lakeworthtx.org](mailto:smeason@lakeworthtx.org).

<b>Applicant Signature:</b>	<b>Date:</b>
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### OFFICE USE

<b>Request Received by :</b> <b>Date:</b>	<b>Approval By</b> ( <i>signature required</i> ): <b>Approval Date:</b>
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