

Basic Guidelines

- Donation boxes require a Town of Leesburg Zoning Permit and are exempt from any architectural overlay standards.
- Donation boxes are **not** permitted in the following zoning districts:
 - B-1, Community (Downtown) Business
 - CD-RH, Crescent District-Residential High
 - CD-RM, Crescent District-Residential Medium
 - PRN, Residential Neighborhood
 - All residential districts and subdistricts
- No more than two (2) donation boxes may be permitted on any property.
- The footprint of individual containers shall be limited to no more than twenty (20) square feet and the height of individual containers shall not exceed six (6) feet in height.
- The collection of donated items shall occur at least biweekly, unless otherwise agreed upon by the Zoning Administrator.
- Donation boxes shall be maintained in good repair and the property owner shall be responsible for ensuring all items advertised for collection are located completely within the container.

Thinking about placing Donation Boxes on your commercial property?



Before you do, make sure you know the Town of Leesburg's regulations regarding Donation Boxes.



Donation Box Regulations: a quick guide



How To Apply

1. Apply for a Donation Box Zoning Permit. You will need to provide:
 - Completed Donation Box Zoning Permit application form
 - Sketch plan of the property, showing the proposed location of the Donation Boxes that meets the location criteria
 - Total square footage of the Donation Box space
 - Schedule for collection of the donations.
- All documents must be submitted via email to permitting@leesburgva.gov.**
2. Town staff will acknowledge receipt of your completed application and send you an invoice for \$250 fee.
 3. Pay the \$250 fee.
 4. Town staff will contact you to schedule an inspection of your property.
 5. Following a successful inspection, Town staff will approve the zoning permit.

Donation Box Example

A Donation Box is defined as an unattended container, receptacle, or similar device used for the purpose of soliciting and collecting donated items.

A Donation Box is not a recycling container.

An example of Donation Boxes is shown below.



Location Criteria

- Cannot be located in a public right-of-way.
- Must be located outside of a required front yard, or a minimum of twenty feet (20') from a right-of-way, whichever is greater.
- Cannot occupy an off-street parking space.
- Must be located outside a required landscaping area.
- Cannot obstruct vehicular or pedestrian paths.

Need Assistance?

If you need assistance in applying for a Donation Box Zoning Permit, visit the town website at www.leesburgva.gov/donation-boxes or contact the Zoning Division staff at 703-771-2765 or permitting@leesburgva.gov.