

## 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](mailto: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](http://www.leesburgva.gov/donation-boxes) or contact the Zoning Division staff at 703-771-2765 or [permitting@leesburgva.gov](mailto:permitting@leesburgva.gov).