



Application for placement of an  
**UNATTENDED DONATION  
 COLLECTION BOX (UDCB)**  
 DELIVER OR EMAIL TO:  
**planningdept@cityofslidell.org**

250 Bouscaren St, Ste 203  
 Slidell, LA 70458  
 985.646.4320  
 fax 985.646.4356  
 planningdept@cityofslidell.org  
 myslidell.com

It is unlawful to place, operate, maintain, or allow an UDCB on any real property unless the operator first obtains an annual UDCB permit from the city; a separate UDCB permit is required for each UDCB. The UDCB permit applicant must be the UDCB operator and the permit cannot be transferred, conveyed, or otherwise assigned to another location, person, or entity without first submitting an updated UDCB permit application, and payment of applicable fee(s). Please speak with a Planner at 985-646-4320 or planningdept@cityofslidell.org if you have questions.

**Date of Application REQUIRED:** \_\_\_\_\_

Approved	By:	Fee \$
Not Approved	Date:	Permit #

**Site & Owner Information REQUIRED**

Property Address: \_\_\_\_\_

Zoning District: \_\_\_\_\_

**Owner & Authorizing Lessee\* Information REQUIRED**

Owner Name: \_\_\_\_\_

Owner Phone: \_\_\_\_\_

Owner Email: \_\_\_\_\_

Authorizing Lessee Name: \_\_\_\_\_

Authorizing Lessee Phone: \_\_\_\_\_

Authorizing Lessee Email: \_\_\_\_\_

\* Authorizing lessee for a given parcel may not be applicable. Contact information provided may be relied upon and used by the city for the service of notices and citations.

**UDCB Operator Information\*\* REQUIRED**

Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

\*\* 24-hour contact information provided may be relied upon and used by the city for the service of notices and citations.

**REQUIRED DOCUMENTATION**

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- Authorization from the parcel owner**, or an authorized agent, to allow placement of the UDCB.
- Valid occupational license** for the UDCB operator from the City of Slidell.
- Proof of registration** to do business in Louisiana with the Louisiana Secretary of State.
- Photograph(s)** of the proposed location.
- Site Plan** containing:
  - Location and dimensions of all parcel boundaries.
  - Proposed UDCB location.
  - Identification of the primary structure to which the UDCB is accessory.
  - Location of applicable front and side yard required setbacks per zoning district regulations.
  - Location of all buildings.
  - Distance between the proposed UDCB, setbacks, parcel lines, and buildings.
  - Location and dimension of all existing and proposed driveways, garages, carports, parking spaces, maneuvering aisles, pavement, and striping/markings.
- Elevations** rendered to show the appearance, materials, and dimensions of all sides and top of the UDCB, including the information required to be placed on the UDCB and notice sign.
- Locking mechanism** description and/or diagram for the UDCB.
- Maintenance plan** (including graffiti removal, pick-up schedule, and litter and trash removal on and around the UDCB) that is sufficient to prevent/eliminate trash and debris in the vicinity of the UDCB

**SEVERE WEATHER ACKNOWLEDGEMENT (REQUIRED)**

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We acknowledge it shall be the responsibility of the owner of the property upon which the UDCB is located and the UDCB operator to remove or sufficiently secure the UDCB in the event of any of the following National Weather Service Advisories, Watches, and Warnings for St Tammany Parish: Wind Advisory, Severe Thunderstorm Watch, High Wind Watch, Tornado Watch, High Wind Warning, Severe Thunderstorm Warning, Tornado Warning, Tropical Storm Warning, Hurricane Watch, and Hurricane Warning.

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Signature of UDCB Operator (REQUIRED) Date

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Signature of Property Owner (REQUIRED) Date

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Signature of Authorizing Lessee (REQUIRED) Date

**ACKNOWLEDGEMENT OF CODE REQUIREMENTS AND APPLICATION SIGNATURES (REQUIRED)**

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The parcel owner, any authorizing lessee, and the UDCB operator will abide by all the processes and requirements described in Appendix A of the Municipal Code and accepts solidary liability for all violations and compliance obligations hereunder.

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Signature of UDCB Operator (REQUIRED) Date

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Signature of Parcel Owner (REQUIRED) Date

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Signature of Authorizing Lessee (REQUIRED) Date

## **PLACEMENT REQUIREMENTS PER APPENDIX A, SECTION 10.4**

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**PLEASE NOTE: The total number of active UDCB permits within the city for each fiscal year, from July 1 through June 30, shall be capped at 15, and no operator shall have more than seven active UDCB permits.**

- **No UDCB shall be located on an unimproved parcel or lot.** Each UDCB is only permitted on a lot that also contains a principal building that contains at least one operating business or other ongoing activity.
- Every UDCB must be located **at least 1,000 feet away from any other UDCB**, measured in radial distance.
- **Only one UDCB is allowed per parcel.**
- UDCBs **are only permitted on parcels zoned within the C-2, C-4, C-6, and M-2 districts.** Only one UDCB per operator is permitted to be placed within each of the city's seven major commercial corridors: Old Spanish Trail, Pontchartrain Drive, Gause Boulevard, Gause Boulevard West, Gause Boulevard East, Robert Boulevard, and Northshore Boulevard/Airport Road.
- UDCBs **may not** be placed within the following locations:
  - Within 100 feet from a residentially zoned district.
  - Within 300 feet of a historic district, public park, or school playground boundary.
  - Within the public right-of-way.
  - Within 50 feet of any street or public thoroughfare.
  - Within the required front and side yard setback, or ten feet from any property line, whichever is further.
  - Any required site features, parking spaces, site and/or parking lot landscaping areas.
  - Within 300 feet of any place that stores or sells fuel or other flammable liquids or gases.
- UDCBs **cannot** block or impede access to:
  - Required parking or driveways.
  - Sight triangles.
  - Pedestrian routes.
  - Emergency vehicle routes.
  - Building ingress and egress.
  - Required handicapped accessibility routes.
  - Required easements.
  - Trash enclosure areas or access to trash bins/trash enclosures.
- UDCBs **cannot** impede the functioning of exhaust, ventilation, or fire extinguishing systems.
- **No more than one UDCB will be permitted per parcel.** Should an increased volume of items be delivered to the site, operators must make accommodations to the collection schedule and frequency to avoid an overfilled UDCB.
- The donation/collection area must be visible from the principal building.

### **UDCBs shall have the following physical attributes:**

- Be fabricated of durable and waterproof materials.
- Be placed on ground that is paved with impermeable material.
- Have a collection opening that has a tamper-resistant locking mechanism.
- Not cover more than 25 square feet in floor area and a maximum of 84 inches in height.
- Not be electrically or hydraulically powered or otherwise mechanized.
- Not be a fixture of the site or considered an improvement to real property.
- Have the following information conspicuously displayed on a minimum of two (2) sides with all lettering in at least two-inch (2") type clearly visible on the UDCB:
  - The name, telephone number, email address, and, if available, the Internet Web address of the UDCB operator(s).
  - The type of material that may be deposited.
  - A clear notice stating that all material must be deposited within the UDCB and that placement of items outside the bin is illegal.
  - A city approved identification system that identifies the box as being properly permitted by the city.