



# NEWARK CITY PROPERTY MAINTENANCE DEPARTMENT

## TEMPORARY STORAGE PERMIT APPLICATION FORM

OFFICE USE ONLY	
DATE REC'D	INITIALS
PMT \$ W/FORM	
MONEY ORDER CHECK CASH \$45/unit	

PURSUANT TO ORDINANCE 07-03 ADOPTED 1/16/07, TEMPORARY STORAGE STRUCTURES, UNITS AND BINS REQUIRE A PERMIT WITHIN FOURTEEN (14) DAYS OF PLACEMENT. **NO SUCH UNIT MAY REMAIN IN PLACE BEYOND FOURTEEN (14) DAYS OF PLACEMENT UNLESS SUCH PERMIT HAS BEEN ISSUED.** ALL UNITS MUST COMPLY WITH APPLICABLE SETBACK REQUIREMENTS. ORD 303.23. AN EXCEPTION TO ORDINANCE 303.23 INCLUDES THOSE INSTANCES WHERE BUILDING CODE HAS ISSUED A PERMIT AND CONSTRUCTION HAS COMMENCED.

**Applicant Identification:**  Property Owner  Business Owner  Other \_\_\_\_\_

Temporary storage units are regulated regarding placement, number of days in use, frequency of use, impact on required parking spaces, condition of the unit itself and types of materials stored. Application and fees are not required if the unit will be located on the site no longer than fourteen (14) days. Fees are nonrefundable.

### PROPERTY LOCATION

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### APPLICANT INFORMATION

**Applicant Name:**

Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

**Applicant Mailing Address:**

Street/ PO Box: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_  
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### TEMPORARY STORAGE UNIT INFORMATION

**Storage Unit Supplier:** (if applicable)

Name : \_\_\_\_\_ Square Footage of Storage Container: \_\_\_\_\_  
(sq. ft)

**Storage Unit Address:**

Street/PO Box: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Supplier Phone: \_\_\_\_\_  
( ) -

**Estimated unit arrival date:** \_\_\_\_\_ **Estimated unit departure date:** \_\_\_\_\_

/ / / /

Storage Unit location on the property: \_\_\_\_\_

### TEMPORARY STORAGE PERMIT RESTRICTIONS AND INFORMATION

A Citation Fee of \$150 may be assessed for non-removal of said container within the timeframe allowed. If the temporary storage unit is not removed by deadline, the City may enter the property to remove said unit. The applicant shall be liable for all costs to remove. Permits are limited to enclosed trailers or portable storage containers. Trailers will be evaluated in regard to pedestrian and vehicular traffic patterns, emergency access, access points to the site, parking lots, setbacks and existing structures. I certify that no installation has commenced prior to the issuance of a permit and that permit expiration is 6 months from unit arrival date. By signing, applicant affirms his understanding of this information, all the above is true and correct and that he/she is an authorized agent of the Owner and has the authority to apply for this permit.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
date

**(FOR OFFICIAL USE ONLY)**

**Temporary Storage Unit Permit**

**Applicant Fee Paid Yes  or No**

**In response to application for storage unit located at:**

Permit was granted

Permit was denied

Permit was granted with the following conditions:

\_\_\_\_\_ Must be placed a minimum of five (5) feet from the property line, or on the driveway of the lot.

\_\_\_\_\_ No portable storage container located in a residential or mixed-use district shall have dimensions greater than twenty (20) in length, eight (8) feet in height or eight (8) feet in width.

\_\_\_\_\_ Other than the required City Permit, no sign shall be attached to the temporary storage unit except as authorized by the sign regulations set forth within section \_\_\_\_\_ of the City Code (signs)

\_\_\_\_\_ All storage units shall be maintained in a condition free from rust, peeling, paint and other visible forms of deterioration.

\_\_\_\_\_ Temporary Storage Units shall not encroach upon right-of-way, neighboring property, sidewalk or placed in the street.

BY SIGNING, I INDICATE THAT THE DECISIONS GIVEN ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

\_\_\_\_\_  
Joe Paul Date  
Property Maintenance Code Official  
City of Newark

