

**BOROUGH OF ESSEX FELLS  
CONSTRUCTION OFFICE  
POD APPLICATION  
TYPE I PERMIT**

**PORTABLE STORAGE UNIT** - *Any container designed for the outdoor storage of personal property, including a portable on-demand storage structure ("POD") or similar storage container, which is typically rented to owners or occupants of property for their temporary use and which is delivered and removed by vehicle.*

**Please refer to the Rules & Regulations prior to completing the permit application**

**Rules & Regulations**

**15.26.020 Placement**

- A.** No portable storage unit shall be placed or maintained by any private person or entity in or on any Borough property, street or right-of-way without a valid permit issued by the Zoning Officer.
- B.** No portable storage unit shall be placed or maintained on any private property unless it complies with one or more of the following provisions:
- (1)** Such containers must be placed or maintained on a driveway or other suitably paved area at the furthest accessible point from the street for purposes of packing or unpacking goods and materials of the owner or occupant of the property in preparation for or subsequent to moving into or out of the property for a period of not more than 60 consecutive days.
- (2)** Such containers must be placed or maintained on a driveway or other suitably paved area at the furthest accessible point from the street for purposes of storing the personal property of the owner or occupant of the property when necessary during renovation or rehabilitation of the structure located on the property in which the personal property would otherwise be located during the period of renovation or rehabilitation, but in no event more than a total of 60 consecutive days.

**15.26.030 Permit Required**

Prior to the placement of a portable storage unit on any private property a site plan showing the proposed location of the portable storage unit must be submitted by the owner of the property using the portable storage unit or the person contracting for the use of such portable storage unit who shall apply for and receive a permit from the Borough in accordance with the requirements and standards set forth herein.

- A.** Application for a permit shall be made to the Borough Construction Official on a form provided by the Borough. The application shall require the full name, address and other contact information for the owner of the portable storage unit, the owner of the property with which the use of the portable storage unit is associated, and the person contracting for the use of the portable storage unit (if such person is not the owner of the property for which the portable storage unit is to be used). Every application for a permit shall be accompanied by a permit fee of \$50.00 for a Type I permit and \$100.00 for a Type II permit.
- B.** Any portable storage unit placed on private property shall be placed on a suitable base to assure stability. If, in the opinion of the Police Department or the Borough Engineer, the location

is sufficiently close to a vehicular intersection or pedestrian path, the permit may require that the unit be equipped with appropriate reflectors or other safety markings so that the unit will not constitute a hazard to traffic or pedestrians. The specific number, location and type of markings shall be determined by the Police Department or the Borough Engineer and noted on the permit at the time of its issuance or at any time thereafter.

**C.** Any permit issued for placement of a portable storage unit on private property shall be valid for a period of 60 days, and a sticker or notice shall be prominently displayed on the portable storage unit or on the property upon which the unit is placed indicating the commencement and expiration dates of the permit.

**D.** Upon a showing of continued need for the portable storage unit (such as during the course of major construction projects), the Construction Official may renew a permit for up to two additional periods, not to exceed 90 days for Type II permits and 30 days for Type I permits, upon the filing of an application for renewal and payment of the additional fee for the type of permit renewal requested.

#### **15.26.040 General Restrictions and Requirements**

**A.** No more than one portable storage unit may be placed on any property at one time and no more than one permit may be issued for any property, including any renewals of said permit, during a twelve-month period.

**B.** No hazardous material or organic waste shall be placed in a portable storage unit.

**C.** No portable storage unit shall be used for the storage of construction debris, business inventory, commercial goods, or any personal property which is not owned by the owner or occupant of the property where the unit is located. Upon reasonable notice to the permit holder, the Borough may inspect the contents of any portable storage unit for compliance with this chapter.

**D.** The owner of the portable storage unit and the owner of the site on which the unit is located shall be jointly responsible to ensure that the portable storage unit is in good condition, free from evidence of deterioration, weathering, discoloration, rust, ripping, tearing or other holes or breaks.

**E.** A portable storage unit shall be no larger than 130 square feet in area and no higher than 10 feet above grade.

#### **15.26.050 Responsibility for Compliance**

The person contracting for the use of a portable storage unit and the owner of the property associated with its use shall be jointly responsible for compliance with the provisions of this chapter. Copies of the penalty provisions of this chapter shall be appended to the permit and shall be mailed with a copy of the permit to the owner of the portable storage unit, the property owner, and any other interested party.

#### **15.26.060 Violations and Penalties**

**A.** It shall be unlawful for a portable storage unit to remain on any property in excess of the time period set forth in the permit issued by the Borough. Each day a portable storage unit

remains on a property in violation of the provisions of this chapter shall be considered a separate violation subject to the penalty provisions set forth below.

B. Any person who violates any provision of this chapter shall, upon conviction in Municipal Court or any other court having jurisdiction, be liable for a fine not exceeding \$2,000, or imprisonment for a term not exceeding 90 days, or community service for a term not exceeding 90 days, or any combination of the above.

***PLEASE FILL IN PERMIT APPLICATION BELOW***

**TYPE I PERMIT**

**Any portable storage unit used for the purposes of storing the personal property of people who are moving in or out of the property.**

Name of Homeowner: \_\_\_\_\_

Address of Homeowner: \_\_\_\_\_

Person Completing Application (if different): \_\_\_\_\_

Company: \_\_\_\_\_

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

(Application will not be accepted without phone number)

Location of POD: \_\_\_\_\_

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POD Company: \_\_\_\_\_

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

Fee is \$50.00 \_\_\_\_\_ Cash or Check Number \_\_\_\_\_

***Once an application is received and paid for the Police Department, Borough Engineer and Construction Official must review and approve prior to any permits being issued.***

***Please allow sufficient time for the process in order to insure the Public Safety of all residents.***

Renewal:  (if you are applying for a renewal check here)

Original Permit Received on: \_\_\_\_\_ Second Permit Received on: \_\_\_\_\_

**Borough Office Use**

Application Emailed to Police Department on: \_\_\_\_\_

Approved on: \_\_\_\_\_

Denied on: \_\_\_\_\_

Application Email to Borough Engineer on: \_\_\_\_\_

Approved on: \_\_\_\_\_

Denied on: \_\_\_\_\_