**TEMPORARY STORAGE CONTAINER GUIDE AND APPLICATION**

***APPLICATION CHECKLIST:***

1. Completed **application form**.

2. **Only the owners of the property in question may request the permit**. If someone, other than the owner will be handling the application approval from the owner of said property giving them authority to do so is required.

3. **Application fee: $100.00**.

4. A **scaled site plan** shall be included with every application and must include the following information:

* Proposed location of the container and its distance from buildings or proposed buildings.
* Identification of adjoining property owners (including name, address, and telephone number).
* Location of fire hydrants, location of utilities, and an indication of setbacks or easements.
* A description of the container including it dimensions, style, color, and how it will be secured to the ground.
* Location and number of parking spaces for the site, if a business.
* Any additional information required by the Administrative Official.

***PROCEDURE:***

1. The Application should be filed at City Hall. A completed application must be provided for the permit to be considered. See the application checklist above for a list of needed items to complete an application.
2. The application will be reviewed by the Administrative Official. The administrative official may take into consideration the appearance of the container, visibility from the street, potential alternative locations for the storage unit on the lot, efforts to minimize disturbance to adjoining properties, container size, safety, existence of any zoning violations, and other concerns related to health, safety, and welfare.

3. The Administrative Official shall approve, deny, or request additional information from the applicant within 72 hours of receipt of the application. If additional information is requested, the Administrative Official shall have 72 hours to approve or deny the application once the information is received.

**TEMPORARY STORAGE CONTAINER APPLICATION**

Property Owner

Name/Signature:

Spouse

Name/Signature:

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

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

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Address:

Reason for Storage Container:

Physical Description of Storage Container:

The undersigned property owner designates the following agent or attorney to represent the applicant at all hearings:

Name Address City State Phone No.

Property Owner Signature Spouse Signature

Property Owner Mailing Address City State Zip

Phone: \_